



Tudhoe Learning Trust Privacy Notice for Trust Governance

Last updated: April 2023

Tudhoe Learning Trust as an organisation seeks to ensure that personal data is collected, processed and retained in line with the Data Protection Act and General Data Protection Regulations 2018.

This notice explains what personal data our Trust collects relating to our governance colleagues, how and why it is collected, how it is stored and used and with whom this data may be shared.

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

The Trust office will seek consent for the collection of personal data where this is required.

The type of personal information we collect

We currently collect and process the following information:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates and governor ID)

How we get the personal information and why we have it

Most of the personal information we process is mandatory and provided voluntarily by the Director or Governor for one of the following reasons:

- enable the fulfilment of official functions
- meet the statutory duties placed upon us

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Consent. Consent has been given in order to process personal information for a specific purpose. Directors and Governors are able to remove consent where this is required at any time. You can do this by contacting the Trust Office.
- Contract. The processing of data is necessary to comply with a contractual obligation.
- Legal Obligation. We have a legal obligation to retain information relating to our governance.
- Vital Interests. The processing is necessary to protect someone's life.
- Public Task. The processing is necessary to perform a task in the public interest and to complete a function that is required by law.
- Legitimate Interests. The processing is necessary for the legitimate interest of the Trust and school or the legitimate interests of a third party unless there is a good reason to protect an individual's personal data which overrides those legitimate interests.

Collecting governance information

Governance roles data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK-GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

How we store your personal information

We hold governance data securely for the set amount of time shown in our records retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the Trust Website at www.tudhoelearningtrust.co.uk

Who we share governance information with

We routinely share workforce information as appropriate with:

- our local authority (where applicable)
- the Department for Education (DfE)

Why we share governance information

We do not share information about our governance with anyone without consent unless the law and our policies allow us to do so.

We share governance data with the Department for Education (DfE) on a statutory basis.

We are required to share information about our governance for Data Collection requirements. It is stored securely by the Department in electronic format.

Why we collect and use governance information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

- a) to meet the statutory duties placed upon us

Under the UK General Data Protection Regulation (GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are:

- for the purpose a) named above in accordance with the legal basis of legal obligation

All local authority maintained school governing bodies, under [section 538 of the Education Act 1996](#) and academy trusts, under the [Academies Financial Handbook academy trust handbook](#) have a legal duty to provide the governance information as detailed above.

Your data protection rights

Requesting access to your personal data

Under data protection legislation, Directors and Governors have the right to request access to information about them that we hold. To make a request for your personal information, in the first instance you should contact the Trust Office.

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Trust Office if you wish to make a request.

How to raise a concern

If you would like to discuss any information contained within this Privacy Notice or have any concerns about our use of your personal information, you may contact the Trust Office directly via office@tudhoelearningtrust.co.uk

Alternative, you may raise a concern directly to the ICO if you are unhappy with how we have used your data.

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>