



Victorious
Academies Trust

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Privacy Notice (How we use information)

1. **Victorious Academies Trust** collect, hold, use and share information about our workforce. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means from collecting, storing, using, sharing and disposing of it. We collect, hold and share personal information on the Trustees and school governors.
2. The categories of governance information that we process include
 - Personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and photograph)
 - Governance details (such as role, start and end dates)
 - information about medical or health conditions, including whether you have a disability for which individual schools need to make reasonable adjustments

Why we collect and use governance information.

3. The personal data collected is essential, in order for our schools to fulfil their official functions and meet legal requirements.
4. We collect and use governance information, for the following purposes:
 - a) to meet the statutory duties placed upon us
 - b) facilitate safer recruitment (e.g. by carrying out criminal records checks)
 - c) to help us to deliver our responsibilities to our school community
 - d) to communicate with our Governing body
 - e) to inform the school community of the identity of the individuals who comprise the Governing body
 - f) photographic images for identification purposes (safeguarding and identifying Governors to our parents and pupils), and celebration purposes (to record school events)
5. Under the General Data Protection Regulation (GDPR), the legal basis we rely on for processing personal information for general purposes are:
 - Article 6(a) – Consent (for any processing which does not fall into the bases detail within this section below)
 - Article 6(c) – Compliance and Legal Obligation
 - Article 6(e) – Public Interest
6. All maintained school governing bodies, under section 538 of the Education Act 1996 and academy trusts, under Academies Financial Handbook (currently called the Academies Trust Handbook) have a legal duty to provide the governance information as detailed above.
7. In addition, we rely on GDPR Article 9 and the Data Protection Act 2018 Schedule 1 Part 1 and Part 2 concerning any special category data (personal data that needs more protection because it is sensitive). Please refer to our Special Category Data Policy document for full details of these lawful bases for processing this data.

How we collect governance information

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8. We collect personal information via this information in a variety of ways. For example, data is collected through application forms, obtained from your passport or other identity documents such as your driving licence, from forms completed by you at the start of or during your term as a Governor, from correspondence with you, or through interviews, meetings or other assessments, images provided by you or taken using school photographic equipment, local authorities, the NHS, the Police, the Disclosure and Barring Service and the Department for Education.
9. Governance 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 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 and where we store governance information

10. We securely store workforce information on individual school's IT networks. Secure storage is provided for paper based records. We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Policy.

Who we share governance information with

11. We routinely share this information with:
 - Local Authorities (where appropriate)
 - The Department for Education
 - Our individual school's local governing boards
 - The Disclosure and Barring Service
 - Individual school communities (via the Trust and school websites)

Why we share governance information

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

Local Authority

13. Where we are required to share information about school governance with our Local Authority we do so under the terms of a Data Sharing Agreements with them.

Department for Education

14. We share personal data with the Department for Education (DfE) on a statutory basis. We are required to share information about our governors with the Department for Education (DfE) under Section 538 of the Education Act 1996.

Requesting access to your personal data

15. Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the School Office, the Headteacher / Principal or the Trust Data Protection Officer.
16. You also have the right to:

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- be informed about the collection and use of your personal data.
- rectification, ie to have inaccurate personal data rectified, or completed if it is incomplete.
- erasure, often known as the 'right to be forgotten'; however, this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- restrict processing, although, as above this is a limited right.
- object; though other than for marketing purposes, this is also limited as above.
- where we rely on your consent to process your data, you have the right to revoke that consent.
- you also have rights in relation to automated decision making and profiling, though these are not currently relevant
- finally, the right to seek redress, either through the ICO, or through the courts

How Government uses your data

17. The governance data that we lawfully share with the DfE via Get Information About Schools (<https://get-information-schools.service.gov.uk/>):
- will increase the transparency of governance arrangements
 - will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
 - allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role.

Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless law allows it.

Sharing by the Department of Education

18. The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the (DfE) under the requirements set out in the Academies Financial Handbook – now called the Academy Trust Handbook 2021.
19. All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.
20. To find out more about the data collection requirements placed on us by the Government and the Department for Education including the data that we share with them, go to www.gov.uk/government/news/national-database-of-governors.

Contacts

21. If you have a concern about the way we are collecting or using your personal data or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance. Please contact the School Office, Headteacher or School Data Protection Officer:

Data Protection Officer GDPR for Schools, Derbyshire County Council
DPO Email: gdprforschools@derbyshire.gov.uk
DPO Phone: 01629 532888

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DPO Address: Room 396, North Block, County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

22. For DfE - Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT. Website: www.education.gov.uk. <https://www.gov.uk/contact-dfe>. Email: <http://www.education.gov.uk>. Telephone: 0370 000 2288
23. If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number **ZA116828** and stating that the Data Controller is **Victorious Academies Trust**.

Information Commissioners' Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
Fax: 01625 524 510
Website: <https://ico.org.uk/concerns/>

Last updated

24. We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. **This version was last updated in July 2021.**