

Privacy Notice (How we use governance information, including on get information about schools - GIAS)

The Aspire Educational Trust is the data controller for the use of personal data in this privacy notice.

This privacy notice advises members, trustees and Local Academy Committee (LAC) governors of the trust's data protection responsibilities on the collection and processing of their personal information.

We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

We are required to explain how and why we collect such data and what we do with that information. This notice will also provide information about your personal information that is held and processed by us.

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, address, date of birth, contact details and postcode)
- governance details (such as role, start and end dates, governor ID and trust/school email address)
- permitted details of recruitment checks (such as DBS number, Section 128 check, identity check, information about a criminal record, further appropriate checks if you are living or have lived overseas)
- Images, video and audio (such as recording taken of meetings and images taken for ID badges, website and newsletters)

Why we collect and use governance information

The personal data collected is essential, in order for the trust and its schools 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
- b) to facilitate safe recruitment of members, trustees and LAC governors
- c) to inform our community

Under the UK General Data Protection Regulations (UK 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 bases of Legal obligation

A - Aspiration

We aspire to lead the way and achieve success for all

B - Believe

We have faith and confidence in the trust our schools, our colleagues and ourselves

C - Community

We work as a team - getting stuck in getting the job done!

- for the purpose of (b) in accordance with the legal basis of Legal obligation: collecting and holding criminal record checks
- for the purpose of (c) in accordance with the legal basis of Consent: to use your personal data such as your image on our website and in publications to inform our community of the work of trustees and governors

All academy trusts, under the [Academies Financial Handbook: Academy Trust Handbook](#) have a legal duty to provide their governance information as detailed above.

In addition, concerning any special category data:

- In the case of legal claims: condition (f) of [UK GDPR – Article 9](#): processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

In the case of information relating to criminal offences: the trust has a legal obligation under employment law to conduct DBS checks and relies on paragraph 1 – the employment condition of Schedule 1 of the Data Protection Act 2018 to process this data.

Collecting governance information

We may collect your personal information in a variety of ways. For example, data might be collected through:

- Governor election nomination forms
- Your completion of your profile on The Trust Governor system
- Your passport or other identity check documents, such as your driving licence.
- From third parties such as the Disclosure and Barring Service (DBS) in carrying out safeguarding checks.
- Information provided and recorded in the register of directors

Governance data is essential for the trust and its schools' 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.

Storing governance information

We hold data securely for the set amount of time shown on our data retention schedule in the records management policy.

For more information on our data retention schedule and how we keep your data safe, please visit our data protection policies available [HERE](#) on The Aspire Educational Trust's website.

We take the security of your personal data very seriously. We have internal policies and controls in place to try to ensure that data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Who we share governance information with

We routinely share this information with:

- the Department for Education (DfE)
- the local authority
- The Aspire Educational Trust
- The Trust Governor
- National Governance Association (NGA)
- Companies House
- GovernorHub

We share information with the above in order to carry out our public task of running the trust and its schools safely and effectively and to meet our legal obligations. A list of these third-party processors can be found on our current data map and trust data asset register. These documents are available on request by e-mail from the trust's data protection officer dpo@aet.cheshire.sch.uk.

Why we share governance information

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so. Personal data is transferred using secure methods such as encryption.

We share governance data with the DfE on a statutory basis.

In addition, we have contracts with third parties for services such as The Trust Governor, GovernorHub and the NGA or as part of cloud-based storage applications for the purpose of securely holding and protecting your data. Contracts such as these help us to run our schools efficiently. Before entering into a contract, we ensure that adequate policies and security measures are in place.

Department for Education

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: Academy Trust Handbook](#)

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](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

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 trust's administrator abroadhurst@aet.cheshire.sch.uk or the trust's data protection officer at dpo@aet.cheshire.sch.uk.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete

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

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the trust's administrator abroadhurst@aet.cheshire.sch.uk or the trust's data protection officer at dpo@aet.cheshire.sch.uk

Last updated

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 on 1st February 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Trust's administrator A. Broadhurst or **the Trust's Data Protection Officer L. Treadway**

The Aspire Educational Trust
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Belgrave Road
Macclesfield
SK11 7TF

dpo@aet.cheshire.sch.uk
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Tel. 01625 919610

How Government uses your data

The governance data that we lawfully share with the DfE via GIAS:

- increase the transparency of governance arrangements
- enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (DfE) 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

Data collection requirements

To find out more about the requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in account 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 for Education (DfE) unless the law allows it.

How to find out what personal information DfE hold about you

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>