



# Privacy Notice

## Members/Trustees/Governors/ Volunteers

Summer 2025



# Whinless Down Academy Trust

## **Privacy Notice (Members/Trustees/Governors/Volunteers)**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing a 'privacy notice' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about Members, Trustees, Governors and Volunteers.

### **The categories of Members, Trustee, Governors. Volunteers information that we may collect, process, hold and share includes:**

- Personal information (such as name, address, telephone number and email address)
- Special categories of data including characteristics information such as nationality, gender, age and ethnicity.
- References
- Employment Details
- Qualifications and professional experience
- Disclosure and Barring Service Check
- Information about business and pecuniary interests.

### **Why we collect and use this information**

We use Member, Trustee, Governor, Volunteer data to:

Fulfil statutory requirements set out 'Keeping Children Safe in Education' and The Independent School Regulations' in respect of safeguarding.

### **The lawful basis on which we use this information**

We process this information under the following:

#### **General Data Protection Regulations (GDPR) Article 6**

- Processing is necessary for compliance with a legal obligation to which the controller is subject.

#### **General Data Protection Regulations (GDPR) Article 9**

- Processing is necessary for reasons of substantial public interest which shall be proportionate to the aim pursued, respect the essences of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

### **Collecting the Information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Information Held**

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the Trust.

### **Storing this information**

We hold Member/Trustee and Governor data for an indefinite period and for a least 10 years following termination of the role.

### **Who we share this information with**

We routinely share information with;

- Department of Education (DFE) via GIAS
- Companies House
- The Disclosure and Barring Service
- Our accountants and auditors
- The National Governance Association
- Governor Hub
- Health Authorities
- Professional Advisors and Consultants

### **Sharing information**

We do not share information about Members/Trustees/Governors/Volunteers with anyone without consent unless the law and our policies allow us to do so.

### **Department of Education (DFE)**

We share Member/Trustee/Governor data with the Department of Education (DFE) on a statutory basis.

### **Data collection requirements**

In line with the requirements of the Academies Handbook and the Trust Funding agreement there is a statutory requirement to provide details in respect of Academy Trustees and Local Governing Body Members to the Secretary of State via the secure GIAS System. The information will be publically available.

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

### **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 Business Manager.

You also have the right to;

- Object to processing of personal data that is likely to cause, or is causing damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decision being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection Regulations.

If you have a concern about the way we are collecting or using personal data, we request that you raise your concern with us in the first instance by contacting the Trust Business Manager, [admin@priorfields.kent.sch.uk](mailto:admin@priorfields.kent.sch.uk) Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

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

The Trust Business Manager [tbm@whinlessdowntrust.co.uk](mailto:tbm@whinlessdowntrust.co.uk) who will pass the details on to our Data Protection Officer.