



One Community Trust

(The following schools are part of One Community Trust: Birchwood Community High, Croft, Gorse Covert, Oakwood Avenue and Woolston Community)

GOVERNANCE PRIVACY NOTICE

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CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
1	05/09/23	16/10/23	AH	New policy

Governance Privacy Notice

(how we use personal information on Get Information about Schools (GIAS))

This notice explains what personal data (information) One Community Trust (OCT) may hold about you, how we collect, how we use and how we may share information about you. We are required to give you this information under data protection law.

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, photograph, contact details and postcode)
- governance details (such as role, start and end dates and governor ID)
- qualifications/training details
- employment history
- other information (e.g. references, diversity)

This list is not exhaustive.

Why we collect and use governance information

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

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

- to meet the statutory duties placed upon us
- to provide relevant, up to date governance training and information
- to communicate to you about relevant school or Trust business
- to provide information on governors and trustees to school or Trust stakeholders

Our legal basis for using this data

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

- *Article 6 (c) legal basis of legal obligation:* the processing is necessary for us to comply with the law

Some information we process will be Special Category under Article 9 of UK GDPR. We will rely on the legal basis of *Article 9 (g)* processing is necessary for reasons of substantial public interest.

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

Collecting governance information

Governance data is essential for the Trust'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.

We collect personal information via trustee recruitment application form and governance diversity forms.

Who we share governance information with

For the most part personal data will remain within the Trust and will be processed by appropriate individuals in accordance with access protocols. 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.

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- professional bodies (e.g. National Governors' Association)
- stakeholders within One Community Trust

Department for Education (DfE)

We are required to share information about individuals in governance roles with the Department for Education (DfE) under the requirements set out in the [Academies Financial Handbook](#).

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see the '[How Government uses your data](#)' Appendix I.

Storing governance information

We hold data securely for as long as is reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements.

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

International transfers of personal data

We have audited where we store all the personal data processed in the school/Trust and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the school.

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 One Community Trust using the details provided in the contact section of this policy.

If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- explain where we got it from
- tell you who it has been, or will be, shared with

You also have the right to:

- 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

Concerns and complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

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 by contacting our Data Protection Officer (DPO).

You can also complain directly to the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>

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 One Community Trust DPO.

Contact

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

Andrea Howard
Oakwood Avenue Primary School
Oakwood Avenue
Warrington
WA4 5JJ

01925 635565

Octbusiness@onecommunitytrust.co.uk

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- 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 the Department for Education (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>