



Member, Trustee and Governor Privacy Notice

The categories of information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, nationality, contact details, DBS checks, email address and address)
- religious beliefs (for the sole purpose of applying for particular member/trustee/governor roles)
- member/trustee/governance details (such as role, start and end dates)
- business and financial interests, including family relationships with staff and/or pupils
- governance roles in other schools/trusts
- attendance at meetings and training sessions
- bank details (only where required for payment of expenses)
- photographs
- CCTV
- Biographies (on the school/trust website)

Why we collect and use governance information

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

We collect and use member, trustee and governor information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) to comply with our articles of association and/or funding agreement
- c) to comply with the requirements of Companies House (trustees only)
- d) to ensure everyone within the schools and Trust are safe and secure
- e) to ensure everyone is treated equally and fairly
- f) to ensure effective governance of the Trust and the schools within the trust
- g) to apply for specific member/trustee/governor roles

Under the [UK General Data Protection Regulation \(GDPR\) 2018](#), the legal bases we rely on for

Agape MAT document: This is a Trust document which means it must be followed by all schools in Agape MAT.

processing personal information for general purposes are:

- for the purposes of a, b and c named above - processing is necessary for compliance with a legal obligation to which the controller is subject (article 6 - 1 (c))

All academy trusts, under the Academy Trust Handbook have a legal duty to provide the governance information as detailed above.

For the purposes of d, e, f and g named above processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 - 1(e)).

For the purposes of a – g inclusive named above processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child (Article 6 – 1 (f)).

In addition, concerning any special category data (religious beliefs):

- the data subject has given explicit consent to the processing of those personal data (Article 9 (2) (a)) [UK GDPR - Article 9](#)

Collecting governance information

We collect personal information via completion of application forms and from Members/Governors/Trustees.

Member, trustee and governance roles 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.

Storing governance information

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 visit our website and/or the schools within the trust, where applicable.

Who we share governance information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- the Education and Skills Funding Agency (ESFA)
- Oxford Diocese
- Auditors
- Companies House (Trustees only)

- Via our websites

Why we share governance information

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

Department for Education (DfE)

We are required to share information about individuals in member, trustee and governance roles with the Department for Education (DfE) under the requirements set out in the [Academy trust 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](#)' 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 as appropriate:

dpo@altwoodschool.co.uk (Governors on the Local Governing Committee of Altwood Church of England School)

dpo@piggottschool.org (Governors on the Local Governing Committee of Piggott School)

dpo@agapetrust.co.uk (Members and Trustees of Agape Multi-Academy Trust)

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

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 (ICO) at [Information Commissioner's Office](#).

For further information on how to request access to personal information held centrally by the Department for Education (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:

dpo@altwoodschoo.co.uk (Governors on the Local Governing Committee of Altwood Church of England School)

dpo@piggottschool.org (Governors on the Local Governing Committee of Piggott School)

dpo@agapetrust.co.uk (Members and Trustees of Agape Multi-Academy Trust)

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 in June 2024.

Contact

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

dpo@altwoodschoo.co.uk (Governors on the Local Governing Committee of Altwood Church of England School)

dpo@piggottschool.org (Governors on the Local Governing Committee of Piggott School)

dpo@agapetrust.co.uk (Members and Trustees of Agape Multi-Academy Trust)

How government uses your data

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 (DSI) 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>