

Privacy Notice for Members, Trustees and Governors

Under UK data protection law, individuals have a right to be informed about how the University of Kent Academies Trust (UKAT) uses any personal data we hold about them. We comply with this right by providing 'Privacy Notices' to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about Members, Trustees and Governors.

The UKAT is regarded as the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Julia Culham (see 'Contact us' below).

The Personal Data we hold

- We process data relating to Members, Trustees and Governors across our Trust. Personal data that we may collect, use, store and share (when appropriate) about Members, Trustees and Governors includes, but is not restricted to:
- Current and previous contact details – title, name(s), address(es), email address, telephone contact details
- Current Governance positions (type of role appointed to, any positions held on an Academy Board, terms of office served and reasons for resignations/suspensions)
- Training records (of attendance at organised/commissioned training events)
- Signed Code of Conduct, Declaration of Pecuniary Interest forms
- Information provided by individuals as part of an application form to facilitate the appointment procedure including references that may be taken
- Employment details

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to support the Trust to:

- Comply with the law.
- Comply with the statutory requirements for recording Governance within the Academy Trust Handbook, Funding Agreement, Articles of Association and Get Information about Schools on the DfE database. This includes recording names, term of office dates, attendance at meetings which is also published on the UKAT website.
- Provide appropriate statutory advice and guidance.

- Deliver advice, guidance, information and training.
- Facilitate safe recruitment, as part of our safeguarding obligations towards students.
- Undertake equalities monitoring.
- Ensure that appropriate access arrangements can be provided for Members, Trustees and Governors who require them.

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Provide Members, Trustees and Governors advice, guidance, information and training

Less commonly, we may also use personal information about Members, Trustees or Governors where:

- Members, Trustees or Governors have given consent to use it in a certain way
- We need to protect their vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Some of the reasons listed above for collecting and using personal information about Members, Trustees and Governors overlap, and there may be several grounds which justify our use of this data.

Collecting this information

The information we collect about Members, Trustees and Governors is provided by either the Trust or individual Academy involved, the Company Secretary, Governance officer or individual Members, Trustees, Governors or prospective Members, Trustees or Governors.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data is stored in accordance with our Data Protection Policy.

We maintain a file to store personal information about all Members, Trustees and Governors. The information contained in this file is kept secure and is only used for purposes directly relevant to work with the Trust and only accessible by specific UKAT staff who need this information.

When your relationship with the Trust has ended, we will retain and dispose of your personal information in accordance with our Record of Retention Policy (available on request).

Data Sharing

We do not share information about Members, Trustees or Governors with any third party without their consent unless the law and other valid obligations require us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about Members, Trustees or Governors with:

- The Department for Education
- Appropriate regulators, i.e., Ofsted, Regional Schools Commissioner
- Police forces, courts

Your rights

How to access the personal information we hold

Individual Members, Trustees or Governors have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

If a subject access request is received, and if we do hold information about the requestor, we will:

- Give a description of the information held
- Explain why we are holding and processing it and how long we will keep it for
- Explain where we got it from, if not from the individual
- Advise whether any automated decision-making is being applied to the data and any consequences of this
- Supply a copy of the information in an intelligible form

Individual Members, Trustees or Governors may also have a right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request, please contact our Data Protection Officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the:

- Right to Access
- Right to Rectification
- Right to Erasure
- Right to Restriction
- Right to Object
- Right to Complain

If any Member, Trustee or Governor has any queries regarding any of the above information we hold, please contact the Data Protection Officer whose contact details are recorded below.

Marketing

From time to time we may use your personal information to communicate Newsletters or marketing information about events, products and services offered by the Trust which we feel are relevant to you. We will communicate marketing information to you on the basis of "legitimate interest" due to Members, Trustees and Governors current relationship with the Trust. Should individuals wish to opt out of receiving these communications at any time they can do so by contacting the Governance Officer via email at juliaculham@universityofkentacademistrust.org.uk.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If Members, Trustees or Governors think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Trust Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If Members, Trustees or Governors have any questions, concern or would like more information about anything mentioned in this Privacy Notice, please contact our Data Protection Officer, Julia Culham via email at

compliance@universityofkentacademiustrust.org.uk.