



# GMAT POLICIES

## *Governors Privacy Policy*

**Greater Manchester Academies Trust**

# Revision Information

<b>This document has been approved for operation within</b>	All Trust Establishments
<b>Date of last review</b>	Sept 2024
<b>Date of next review</b>	Sept 2026
<b>Review Period</b>	Every two years
<b>Status</b>	Approved
<b>Date approved</b>	24/09/2024
<b>Person Responsible for Policy</b>	Chief Operating Officer
<b>Owner</b>	Greater Manchester Academies Trust

## Table of changes

Review Date	Changes Made	By Whom
Sept 2018	<ul style="list-style-type: none"> <li>Policy created</li> </ul>	Andrew Woolley
Sept 2021	<ul style="list-style-type: none"> <li>Layout changed</li> <li>DPO Statement added</li> <li>DPO email address changed</li> </ul>	NB
September 2024	<ul style="list-style-type: none"> <li>DPO email address changed</li> </ul>	AW

## Data Protection Officer

The data protection officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guide-lines where applicable.

They will provide an annual report of their activities directly to the Trust governing board and, where relevant, report to the Trust board their advice and recommendations on Academy data protection issues.

The DPO is also the first point of contact for individuals whose data the Trust processes, and for the ICO.

Full details of the DPO’s responsibilities are set out in their job description.

Our DPO is Andrew Woolley and is contactable via [DPO@gmatrust.co.uk](mailto:DPO@gmatrust.co.uk),

*With you...for you...about you...*

## Privacy Notice

Under data protection law, individuals have a right to be informed about how the Trust use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about governors. We, Greater Manchester Academies Trust are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Mr Andrew Woolley, (see 'Contact us' below).

## The Personal Data we hold

Personal data that we may collect, use, store and share (when appropriate) about governors includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents;
- Governing body details;
- Governor type and term of office;
- Photographs;
- CCTV images captured in Academy.

## Why we use the data

We use this data to:

- Maintain a governor database;
- Contact governor regarding statutory information
- Deliver governor services to the academy

## Our legal basis of using this data

We only collect and use governors' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation;
- We need it to perform an official task in the public interest.
- Less commonly, we may also process governors' personal data in situations where:
- We have obtained consent to use it in a certain way;
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained on sent to use governors' personal data, this consent can be withdrawn at anytime. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using governors' personal data overlap, and there may be several grounds which justify our use of this data.

## Collecting this information

While the majority of information we collect about governors is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying

## How we store this information

We keep personal information about governors while they are performing the role for an academy or the Trust. We may also keep it beyond the point they cease to perform their role at our academy or the Trust if this is necessary in order to comply with our legal obligations. Our Data Retention Policy sets out how long we keep information about governors. You can request a copy of this policy by email from [DPO@gmatrust.co.uk](mailto:DPO@gmatrust.co.uk)

## Data Sharing

We do not share information about governors with any third party without consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with data protection law) we may share personal information about governors with:

- III The relevant local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;
- III The academy where you are governor or the Trust – to meet our legal obligations to share certain information with it;
- III The Company House – to meet our legal obligations to share certain information with it;
- III The Department for Education - to meet our legal obligations and acting in the public interest regarding the education of young people;
- III Our regulator - Ofsted, under whom we have a legal obligation and public interest to provide a quality education for governors;
- III Our auditors - to meet our legal obligations of having an internal and external audit;
- III Police forces, courts, tribunals - fulfilling our legal obligations to prevent crime and comply with court orders etc.

## Transferring data Internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Governors' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- III Give you a description of it;
- III Tell you why we are holding and processing it, and how long we will keep it for;
- III Explain where we got it from, if not from you or your child;
- III Tell you who it has been, or will be, shared with;
- III Let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- III Give you a copy of the information in an intelligible form. Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like 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:

- III Object to the use of personal data if it would cause, or is causing, damage or distress;
- III Prevent it being used to send direct marketing;
- III Object to decisions being taken by automated means (by a computer or machine, rather than by a person);
- III In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- III Claim compensation for damages caused by a breach of the data protection regulations. To exercise any of these rights, please contact our Data Protection Officer.

## Complaints

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

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

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

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

- III Report a concern online at <https://ico.org.uk/concerns/>;
- III Call 0303 1231113;
- III Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Andrew Woolley, Data Protection Officer, [DPO@gmatrust.co.uk](mailto:DPO@gmatrust.co.uk)