



Privacy Notice

Trustees and LAB Members

This

Information about business and pecuniary interests;
Information acquired as part of your application to become a governor;
Criminal records information as required by law to enable you to work with children;
Information about your use of our IT, communications and other systems, and other monitoring information;
Photographs;
Images captured by the School's CCTV system;
Video recordings capture by the School's video conferencing platform;
Details in references about you that we give to others.

We may also collect, store and use the following more sensitive types of personal information:

Information about your race or ethnicity, religious or philosophical beliefs
Information about your health, including any medical conditions.

The majority of the information that we collect from you is mandatory, however there is some information that you can choose whether or not to provide to us. 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.

We may collect this information from you directly, or from a number of third-party sources, such as other governors and volunteers, the DBS, technical networks and so on.

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

Where you have provided your consent;
Where we need to perform a contract we have entered into with you;
Where we need to comply with a legal obligation (such as health and safety legislation and under statutory codes of practice);
Where it is needed in the public interest or for official purposes;
Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.

The situations in which we will process your personal information are listed below: -

- To determine appointment and suitability as a LAB member or Trustee;
- To deal with election of LAB members and Trustees;
- To comply with safeguarding obligations;
- To provide details on our website or online databases about LAB members and Trustees;
- To communicate with third parties and other stakeholders to the School;
- For business management and planning purposes (including accounting, budgetary and health and safety purposes);
- For financial purposes (such as expenses);
- To deal with any complaints/investigations as required;
- When you sit on a panel or committee, name and comments as well as decisions made;
- To send communications in your role as a LAB member or Trustee;
- For education, training and development requirements;
- In order to review governance of the School;
- In order to comply with any legal dispute or any legal obligations;
- In order to comply with regulatory requirements or health and safety obligations;
- To ensure system security, including preventing unauthorised access to our networks;
- To monitor use of our systems to ensure compliance with our IT processes;
- To receive advice from external advisors and consultants;
- To liaise with regulatory bodies (such as the DfE, DBS); and
- Dealing with termination of your appointment;

Further information on the monitoring we undertake in the workplace and how we do this is available in the Information Security Policy.

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations (such as to ensure health and safety). Where you have provided us with consent to use your data, you may withdraw this consent at any time.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the UK and the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once you are no longer a governor or volunteer of the school we will retain and securely destroy your personal information in accordance with our Information and Records Retention policy. This can be found on the Windsor Academy Trust website.

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

You can find further details of our security procedures within our Data B deta

Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.

Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.

To object to processing in certain circumstances (for example for direct marketing purposes).

To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the Head of Governance in writing.

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Head of Governance. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

We hope that the Head of Governance can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the Head of Governance, then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.