



Privacy Notice

For Members, Trustees and Governors

Members, Trustees and Governors play an essential role in our organisation and the personal data collected is required to allow the Trust/schools to fulfil their official functions and meet legal requirements.

We collect and use governance information in order to meet the statutory duties placed upon us.

We collect this information directly from you, however, on occasion, information may be provided to us by third parties, such as the Disclosure and Barring Service, referees or complainants.

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.

Kingsbridge Educational Trust is the organisation that is in charge of personal information. This means the Academy Trust is the Data Controller.

The postal address of Kingsbridge Educational Trust is c/o Oakgrove School, Venturer Gate, Middleton, Milton Keynes MK10 9JQ.

To discuss anything in this privacy notice, please contact the Kingsbridge Educational Trust's Data Controller by email: data.controller@ket.education or telephone: 01908 533710. Alternatively, contact the Data Protection Officer nicola@schoolsdp.com.

What do we need this data for?

We use this data:

- To support the governance function across our Trust
- To comply with the law regarding governance and management of our Trust

What type of data do we collect and use?

The categories of data that we collect on Members, Trustees and Governors include;

- Personal information such as name, address and contact details
- Attendance information including sessions attended
- Governance details (such as role, start and end dates and governor ID)

How do we ensure that we are using this information legally?

All academy trusts, under the Academy Trust Handbook (<https://www.gov.uk/guidance/academy-trust-handbook>) have a legal duty to provide the governance information as detailed above.

Therefore, the legal basis for processing information on Members, Trustees and Governors, from Article 6, is legal obligation.

In addition, concerning any special category data, this would be processed under either the substantial public interest basis where there is a matching condition under part 2 of schedule 1 of the DPA 2018, or where we have obtained explicit consent.

How long do we keep your data for?

We hold data on Members, Trustees and Governors in accordance with our Retentions policy [Retentions-policy-March-2024.pdf \(ket.education\)](#)

Who do we share your information with?

We routinely share member, trustee and governor information with;

- Government services such as Edubase and GIAS
- Our local authority partners (where applicable)
- The Department for Education (DfE)
- Companies House
- The Charity Commission
- Kingsbridge Educational Trust Board of Directors
- School Local Governing Body

We are also required, under the terms of The Academy Trust Handbook, to publish certain details on the trust and school websites. These include names, term of office, attendance at meetings and pecuniary interests.

Why do we share governance information?

We do not share information about our Members, Trustees or Governors with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about individuals in governance roles with the Department for Education (DfE) under the requirements set out in the Academy Trust Handbook. This extends to the

publication of certain details relating to Members, Trustees and Governors on our Trust and School websites.

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.

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

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.

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/departement-for-education/about/personal-information-charter>. To contact DfE: <https://www.gov.uk/contact-dfe>.

Your rights under GDPR

Under data protection legislation, Members, Trustees and Governors have the right to request access to information about them that we hold. To make a request for your personal information contact the Data Controller by email at data.controller@ket.education or telephone 01908 533710.

You also have the right:

- to have your personal data rectified, if it is inaccurate or incomplete;
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

Kingsbridge Educational Trust, a charitable company limited by guarantee and registered in England and Wales with company number 09144847. The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ

Kents Hill Park School all-through Middleton Primary School Monkston Primary School Oakgrove School all-through

How to complain

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting the Data Controller by email at data.controller@ket.education or telephone 01908 533710.

You can also complain directly to the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>.

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 April 2024.

Kingsbridge Educational Trust
April 2024