



PRIVACY NOTICE FOR TRUSTEES AND GOVERNORS

Scope

This privacy notice explains how we collect, store and use personal data about individuals in governance roles in the Trust. We will process your personal data in accordance with UK General Data Protection Regulation (GDPR) and other relevant legislation, and not disclose your personal data to any other third party, unless allowed or required to by law.

This privacy notice applies to Osprey Learning Trust and all its schools. However, some supplementary information relating to the processing that goes on at each individual school is available separately from and can be obtained from the school reception directly.

Osprey Learning Trust is committed to protecting the privacy of the individuals whose data we process and to undertaking all data processing in a lawful, open and transparent way.

Requirements

The categories of Trustee/Governor information that we may collect, process, hold and share include, but is not limited to, the following:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates and governor ID)

Why we collect and use Trustee and Governor information

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

We collect and use governance information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) to facilitate communication

Under the UK General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are:

- for the purpose a) named above in accordance with the legal basis of Legal Obligation

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

Collecting governance information

We collect personal information via application forms, CVs, DBS clearance documentation and email requests.

Governance data is essential for the school'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.

How long governance information will be kept

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 contact the Trust DPO using the details at the bottom of this policy.

Who we share governance information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)

We do not share information about our Trustees/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 (DfE) under the requirements set out in the [Academies Trust Handbook](#)

Transferring data internationally

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

Requesting access to your personal data

Under the data protection legislation, you have the right to request access to information about you that we hold. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

To make a request for your personal information or to exercise your rights under GDPR, we invite you to fill in our Subject Access Form.

Complaints/ Concerns

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact the Trust DPO. Our DPO is Mr Scott Deeming, and he can be contacted by email at: DPO@ospreylearningtrust.co.uk, or by post to: Osprey Learning Trust, Teignmouth Community School, Exeter Road, Teignmouth, Devon TQ14 9HZ.

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 on 29th November 2021.

AMENDMENT RECORD

VERSION #	DATE	AMENDED BY	NATURE OF CHANGE
1	29/11/2021	External Advisor	Policy creation