

Privacy Notice

Trustees and Local Academy Board Members

March 2023

Date of Approval:	02/03/2023
Approved by:	Trust Board
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Consilium
Academies

Consilium Academies Trust collects and uses information about Trustees and Local Academy Board members in order to help our schools and academies to improve outcomes for our students.

Much of the information collected is classed as 'personal data' and use of it is covered by the General Data Protection Regulation (GDPR).

This document tells you more about:

- The information collected by the Trust
- Use of the information
- How information is stored and how long it is retained
- The rights individuals have to the information

What Information is collected and used about Trustees and Local Academy Board Members?

Many different categories of information may be collected and used, for example:

- Personal details
- Contact details
- Professional details
- Relevant business and pecuniary interest details
- Role application details
- Selection records
- References
- Identity verification records
- Meeting attendance records
- Records of communications
- Records of visits to academies
- Photographs of or images on CCTV
- Information to identify the individual in the Trust and its academies
- Records of work in conjunction with staff or students
- Notes of meetings attended

The Trust is required to collect and use information that is given additional protection under the GDPR, for example;

- Demographic information required for monitoring equal opportunities

Why information is collected and used

Information is used for some, or all, of the, reasons below;

- To enable Trustees and LAB members to work with us
- To maintain a safe environment for students

- To enable Trustees and LAB members to take part in appropriate training and professional development
- To comply with legal obligations to share information
- To ensure health and safety
- To share news about the Trust and its academies

The legal basis for using this information

Depending on the purpose, use of information will be legal due to one of the following:

- To meet the terms of a contract
For example: Recording personal and contact details
- To meet a legal requirement [Article 6(1)(c)]
For example: Providing information to DfE
- To protect the vital interests of individuals [Article 6(1)(d)] For example: Giving contact details to emergency services
- Delivering a public task [Article 6(1)(b)]
For example: Keeping records of meetings

Where special category personal data is used, this is processed under the following exemptions from Section 9 of GDPR:

- Information used in the field of employment [Article 9(2)(b)]
(For example: Using information about ethnic origin for equality monitoring purposes)

Storing personal data

Personal data collected and used is kept in the Trust systems or in manual files. Email is used to enable authorised users to transfer information to one another.

Some personal data is kept for different lengths of time. For example;

- Data is kept for 6 years after the date the individual leaves a role

For queries regarding personal data, please contact the Trust's Data Protection Officer (DPO) whose details can be found at the end of this Privacy Notice.

Sharing your personal data

On occasion, personal data may be shared with other organisations and people when the Trust is legally required to do so, when policies allow this or when consent from the individual has been supplied.

Examples of organisations with whom personal data may be shared:

- The Department for Education
- Police forces and Courts
- Our suppliers and service providers

Where personal data is shared with a supplier or service provider, steps have been put in place to ensure that they treat the personal data in such a way as meets the requirements of the GDPR.

Rights to personal data

You have rights relating to the personal data that we collect and use. Rights are different depending on the legal basis of the information being used. If personal data is being used based on consent, this can be withdrawn by the individual and use of the personal data will cease.

Withdrawal of consent must be recorded in writing and sent to the Trust's DPO.

The right to be informed:

If asked, the Trust is required to inform individuals if collecting and/or using personal data.

The right of access to your personal data

Everyone has the right to view the personal data that being held, to receive a copy of the data and more information about the data including any transfer to countries which do not fall within the requirements of the GDPR.

Some information cannot be accessed in this way. If asked for information that is not available, there may be other ways of accessing it with which we can assist.

To have access to personal data we will need to collect details of what is required, and in the first instance, the Trust's DPO may be contacted, details can be found at the end of this Privacy Notice. Standard information will also be required to verify identities.

Other rights

The Trust may be asked to correct inaccurate personal data, to stop using it or receive objections to its use. For some data the Trust may be asked to erase it, or to provide it in an electronic format that can be given to another party. For some personal data, if subjected to automated decision making then individuals have the right to object to this and request that a person is involved in this process.

Contact Information

The Trust has the responsibility to ensure that personal data is protected. In this capacity, it is called the data controller.

The Trust's Data Protection Officer may be contacted if there are any issues or questions regarding the privacy notice.

The Trust Data Protection Officer is: Emma Whitehead – Head of Governance and Compliance –

emma.whitehead@consilium-at.com

Fifth Floor 1 City Approach, Albert Street Eccles, Salford M30 0BL

0161 639 0980

If you have a concern about the way personal data is collected and/or used, please raise this with the Trust in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.

This notice will be reviewed on an annual basis by the Board of Trustees.