

## Privacy Notice for those in Governance roles

### Purpose of this Privacy Notice

The Data Protection Act 2018 (UKGDPR) provides individuals with the right to be informed about how their information is used by organisations.

This Privacy Notice explains how Forward Education Trust use information about individuals who represent the Trust in any governance role. If you can be identified from the information we hold, then this is known as “personal data”.

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- Your information rights
- who to contact if you need more information or have a concern

Forward Education Trust is the ‘data controller’ for the purposes of data protection law.

### The personal data we hold

We process data relating to individuals who represent the Trust in any governance role. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- 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)

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

### Our lawful basis for using this data

The personal data we collect from you is necessary for Forward Education Trust to perform official functions and statutory duties in relation to governance.

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the Trust is responsible for identifying the lawful basis we rely on for processing personal information.

We process the personal data of our Trustees and Governors where the following conditions apply:

- Article 6, 1, (c) processing is necessary for compliance with a legal obligation to which the controller is subject
- Article 6,1, (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

These include the following legislation or statutory guidance:

- Education Act 2011
- Keeping Children Safe In Education 2024
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

Less commonly, we may also use personal information about you where you have given us consent to use it in a certain way.

Where this is the case, we process your personal data under the following lawful basis:

- Article 6, 1, (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

## Our basis for using special category data

Where we collect sensitive, or 'special category' data, we have identified both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights

- We need to process it for reasons of substantial public interest as defined in legislation

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

## Collecting this information

We collect personal information via data collection sheets, governor contact forms.

Governance roles data is essential for the academy trust'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 UKGDPR, 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 we store this data

Personal data is stored in line with the Trust's records management policy and procedure. This policy is based on retention guidance published by the Information Records Management Society (IRMS) in their toolkits for schools and academies.

In accordance with UKGDPR, the Trust does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

## Data sharing

We do not share information about you with any third party without your 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](#)

We are also required under the Companies Act 2006 to submit the names and contact details of Trust Members and Trustees to Companies House, as part of our filing obligations as a company registered as a charity.

All governors' 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](#). For more information, please see 'How Government uses your data' section.

Your personal data is also shared with the providers of services used to support the Trust. This includes where your name and contact information is needed by the Local Authority for the purposes of managing panels and meetings requiring governor/trustee participation. Your contact information may also be shared with Services4Schools Ltd if you are required to support with Audit processes and matters of compliance/GDPR.

## Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting Trust and school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

We may also use your image in newsletters, posts, and other communications relating to Trust and school activities, which may be published on our websites and social media channels

## Use of your personal data in automated decision making and profiling

We do not currently process any governance representatives' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## How the Government uses your data

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

## Data collection requirements

To find out more about the requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

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 (DSI) 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.

## How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

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/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>

## Transferring data internationally

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

## Your Information Rights

Data Protection law provides you with certain rights.

### Requesting access to your personal data

You (or an authorised official representative) have the right to request access to information about you that we hold.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

To make a request to access your personal information, please contact our Data Protection Officer by emailing [DPO@fet.ac](mailto:DPO@fet.ac),

or in writing to: Forward Education Trust, c/o Leycroft Academy, Leycroft Avenue, Tile Cross, Birmingham, B33 9UH

When making a request you should confirm:

- The types of records you wish to access
- any date periods these relate to

Please address letters: For the attention of the Data Protection Officer.

We may require you to provide proof of your identity, before we can comply with your request.

Your Other Information Rights:

- **The right to know how your information is being used** – We uphold this by publishing Privacy Notices and letting you know how your information will be used when we collect it.
- **The right to have inaccurate information amended** - We uphold this right by asking you to review the information we hold on record and updating information if you provide evidence to show it has changed

- **The right to have information removed or deleted from your records** – We uphold this right by removing or deleting your information that we are no longer required to keep
- **The right to temporarily restrict how your information is used** - We uphold this right by not using information until we have confirmed what is accurate, unless it is necessary to do so
- **The right to object to us using your data for certain purposes** – We uphold this by asking for your consent or permission to use your information for these purposes (including direct marketing and for scientific/historical research and statistics)
- **The right for important decisions about you not to be made solely by automated systems that use your information (like computer algorithms and AI)** – We uphold this right by letting you know if these systems are used and giving you a choice for these types of decisions to be reviewed.

## Who to Contact

The Trust has a Data Protection Officer (provided by Services 4 Schools Ltd). Their role is to oversee and monitor our data protection procedures, and to make sure we are compliant with data protection legislation.

The Data Protection Officer is responsible for helping individuals uphold their information rights. You can contact our Data Protection Officer by emailing:

[DPO@fet.ac](mailto:DPO@fet.ac)

or in writing to: Forward Education Trust, c/o Leycroft Academy, Leycroft Avenue, Tile Cross, Birmingham, B33 9UH.

Please address letters: For the attention of the Data Protection Officer.

## Complaints or Concerns

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with our Data Protection Officer in the first instance. You can also raise a concern with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Revisions and 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 October 2024

Review October 2026 or earlier