

## **Privacy Notice (How we use Member, Board and Committee Member information)**

The Trust collects and processes personal data relating its Members, trustees, governors and co-opted committee members to manage the employment relationship. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **The categories of school workforce information that we collect, process, hold and share include:**

In the course of providing governor training and support we collect the following personal information when you provide it to us:

- personal information (such as name, address, contact details, gender)
- special category characteristics (disability)
- governing body details
- governor type and term of office
- details of governance training booked and attended

The Trust will ask you to complete a legal declaration form, which confirms your eligibility to be a governor, and meets the Trust's statutory requirements

### **How we use your personal information**

We use your personal information to:

- meet statutory reporting requirements. For example, maintain an publish a governance database on the Trust's website, statutory registers and information required and published by Companies House and the Department for Education
- enable external contractors, service providers, professional consultants and similar to deliver the agreed provision and/or objectives. For example training providers.
- facilitate the delivery of highly effective governance. For example, skills audit, self-evaluation, recruitment, training and succession planning.

### **The lawful basis on which we process this information**

We have a legal obligation under section 30 of the Education Act 2002 to hold the contact details of Chairs of Trustees. We need the details of Trust's Governance team to fulfil our responsibilities to fill these vacancies when they arise.

We rely on consent to hold the home address, email address and phone number of all other types of governor. If consent is not given we will contact you via a new email address issued by the Trust.

Where we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

### **Who we share your personal information with**

We share your personal information:

- internally in the Wellington College Group of Schools including the Trust and its academies
- externally with commissioned providers
- externally to meet statutory requirements

We will share personal information with law enforcement or other authorities if required by applicable law.

### **Your rights**

Under GDPR you have rights which you can exercise free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you (subject access request)
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioners Office
- withdraw consent at any time (if applicable)

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, [see the guidance from the UK Information Commissioners Office \(ICO\)](#) on individuals' rights under GDPR.

If you would like to exercise a right, please contact the data protection officer at [dpo@wcat.org.uk](mailto:dpo@wcat.org.uk).