



PRIVACY NOTICE FOR MEMBERS, TRUSTEES AND LOCAL GOVERNORS

December 2020

PRIVACY NOTICE FOR MEMBERS, TRUSTEES AND LOCAL GOVERNORS

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Coppice Primary Partnership (the trust) collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer (DPO) is provided by KCC Schools' Personnel Service.

The personal information we collect and use

Information collected by us

We process data relating to those volunteering at our trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information (such as name, address, contact details, date and place of birth)
- Characteristics (such as gender, age, ethnic group)
- Employment details
- Information about business and pecuniary interests

If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest. This may include information about:

- Disability and access requirements
- DBS details

How we use your personal information

The purpose of processing this data is to support the trust to:

- Establish and maintain effective governance and communication
- Meet statutory obligations for publishing and sharing Members', trustees' and governors' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

How long your personal data will be kept?

We will hold your personal information for 6 years in line with KCC's personnel retention record keeping guidelines.

Reasons we can collect and use your personal information

We only collect and use personal information about you when the law allows us to.

Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Maintain day to day communication

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

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.

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

Who we share your personal information with

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.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about Members/governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Companies House – to meet our legal obligations with regards to maintaining company records.

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

To be granted access to your personal information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Your Rights

Under the 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 Requests)
- 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 (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 the General Data Protection Regulation.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact the Trust Business Manager and/or our Data Protection Officer to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

Data Protection Officer Services are provided across the trust by SPS DPO Services.

SPS-dpo-services@isystemsintegration.com

SPS DPO Services, iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, KENT BR1 1LT

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to

<https://www.gov.uk/government/news/national-database-of-governors>

To find out more about how the ESFA uses your personal data , go to

<https://www.gov.uk/government/publications/esfa-privacy-notice>

To find out more about how KCC uses your personal data , go to

<https://www.kent.gov.uk/about-the-council/contact-us/access-to-information/gdpr-privacy-notice/education/governor-services>

To find out more about the requirements placed on us by the Education and Skills Funding Agency, please see the Academies Financial Handbook at

<https://www.gov.uk/guidance/academies-financial-handbook>