

Trustee, Governor and Volunteer Privacy Notice

Introduction

We, Birmingham Diocesan Multi-Academy Trust, are the ‘controllers’ of the information which we collect about you (‘personal data’). Being controllers of your personal data, we are responsible for how your data is processed. The word ‘process’ covers most things related to personal data, including collection, storage, use and destruction of that data.

This notice explains why and how we process your data, and explains the rights you have around your data, including the right to access it, and to object to the way it is processed. Please see the section on ‘Your rights as a data subject’ for more information.

Birmingham Diocesan Multi-Academy Trust Schools:

Austrey C of E Primary School – Warwickshire
 Christ Church, Church of England, Secondary Academy – Yardley Wood
 Coleshill Church of England Primary School – Coleshill (North Warwickshire)
 Hawkesley Church Primary Academy – Kings Norton
 Holy Trinity Church of England Primary Academy – Handsworth
 Lady Katherine Leveson - Solihull
 Nethersole Church of England Primary Academy – Polesworth (North Warwickshire)
 Nonsuch Primary – Woodgate Valley
 Newton Regis Church of England Primary School – Tamworth (Staffordshire)
 Quinton Church Primary School
 St. Clement’s Church of England Primary Academy – Nechells
 St George’s Church of England Primary Academy – Edgbaston
 St George’s Church of England Primary Academy – Newtown
 St Margaret’s Church of England Primary School - Solihull
 St Michael’s Church of England Primary Academy – Handsworth
 St Michael’s Church of England Primary Academy – Bartley Green
 Warton Nethersole's C.E. Primary School - Tamworth (Staffordshire)
 Woodside Church of England Primary School – Warwickshire

We are an education organisation and our contact details are:

Address:	1 Colmore Row, Birmingham, B3 2BJ
Email:	enquiries@bdmatschools.com
Telephone number:	0121 426 0403

Our Data Protection Officer (DPO) is Chris Manning, Chief Finance & Operations Officer, who can be contacted at 1 Colmore Row, Birmingham, B3 2BJ, dpo@bdmat.org.uk or 0121 426 0403 if you have any queries about this notice or anything related to data protection.

Personal data

'Personal data' is any information that relates to a living, identifiable person. This data can include your name, contact details, and other information we gather as part of our relationship with you.

It can also include 'special categories' of data, which is information about a person's race or ethnic origin, religious, political or other beliefs, physical or mental health, trade union membership, genetic or biometric data, or sexual orientation. The collection and use of these types of data is subject to strict controls. Similarly, information about criminal convictions and offences is also limited in the way it can be processed.

We are committed to protecting your personal data, whether it is in 'special categories' (as defined by the Information Commissioners Office) or not, and we only process data if we need to for a specific purpose, as explained below.

Governance information that we collect, hold and share

The categories of governance information that we collect, hold and share include:

- Personal information (such as names, dates of birth, contact details and address)
- Governance details (such as role, start and end dates and governor ID)
- CCTV images captured in school

Why we collect and use governance information

We use the governance data:

- a) To meet the statutory duties placed upon us.
- b) To co-ordinate our governance of schools across the MAT.

The lawful basis for which we use this information

Under the 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 (Article 6C of the GDPR). All academy trusts, under the Academies Financial Handbook have a legal duty to provide the governance information as detailed above.

For the purpose b) named above in accordance with the legal basis of Article 6e of the GDPR where processing is necessary to undertake a public task: for example, the Education Act 1996 requires that schools operate and that children in England and Wales aged five to 16 receive full-time education.

In addition, concerning any special category data:

Article 9 (g) of the GDPR where processing of special category data is necessary for reasons of substantial public interest and Schedule 1 of the DPA 2018 statutory and government purposes.

Collecting governance information

We collect personal information via governor contact forms.

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 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.

Storing governance information

We hold data securely for the set amount of time in line with data retention guidelines, which is outlined in the IRMS [Information Management Toolkit for schools](#) and a copy is available on request.

Who we share governance information with

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

- The department for Education (DfE)
- Governor Hub

Why we share governance information

We do not share information about individuals in governance roles 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 Department of Education (DfE) under the requirements set out in the Academies Financial Handbook.

All data is entered manually on the GIAS system and held by the DfE under a combination of software and hardware controls which meet the current government security framework.

For more information please see “How Government uses your data” section on page 6.

We share information with Governor Hub so that the MAT can operate effectively to meet its obligations under the Education Act 1996 which requires that schools operate and that children in England and Wales aged five to 16 receive full-time education.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer (DPO), Chris Manning, Chief Finance & Operations Officer, who can be contacted at 1 Colmore Row, Birmingham, B3 2BJ, or 0121 426 0403 or dpo@bdmat.org.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete



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- to request the deletion or removal of personal data where there is no compelling reason for its continued processing

- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Head of School Support, Michele Fullwood Birmingham Diocesan Multi-Academy Trust, 1 Colmore Row, Birmingham, B3 2BJ or m.fullwood@bdmatschools.com

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

To make a complaint contact either our Head of School Support, Michele Fullwood Birmingham Diocesan Multi-Academy Trust, 1 Colmore Row, Birmingham, B3 2BJ or m.fullwood@bdmatschools.com or our Data Protection Officer, Chris Manning, Birmingham Diocesan Multi-Academy Trust, 1 Colmore Row, Birmingham, B3 2BJ or dpo@bdmat.org.uk

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113

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 drafted on October 9th, 2020.

How Government uses your data.

The governance data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department 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 including the data that we share with them, go to

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

Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff 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, unless the law allows it.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they are 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:



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<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

