



KINGSWAY COMMUNITY TRUST

PRIVACY NOTICE FOR TRUSTEES & GOVERNORS

KINGSWAY COMMUNITY TRUST

Privacy Notice for Trustees/Governors

Kingsway Community Trust is the Data Controller for the purposes of the Data Protection Act 2018.

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

- Personal information (such as name, addresses, date of birth, occupation)
- Qualifications
- CCTV imaging – recorded and kept for 30 days

Why we collect and use this information

- Recruitment checks, e.g. DBS
- To register details with Companies House, Edubase
- Our regulator, Ofsted
- Signing in and out of the building for health and safety reasons
- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing [governors'/trustees'] 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

The lawful basis on which we process this 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

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)

Collecting this information

Some of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We keep information about you on computer systems and also sometimes on paper. This information is securely stored with rigorous encryption, password and permission levels for information store electronically and with restricted access to secure storage facilities for paper based information. We hold the data for the appropriate length of time according to the type of information it is, after which, it is securely disposed of.

We routinely share this information with:

- The Department for Education (DfE)
- Companies House
- Parents & Carers through our websites
- Ofsted

Why we share this information

We do not share information about Trustees or Governors with anyone without consent unless the law and our policies allow us to do so.

We share personal data with the Department for Education (DfE) on a statutory basis.

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 the Governance & Compliance Manager of the Trust.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the Governance & Compliance Manager

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Further information

If you would like to discuss anything in this privacy notice, please contact the Governance & Compliance Manager.

Kingsway Community Trust

Trustees & Governors Privacy Notice

I (print name) have **read, understood fully, and consent to** Kingsway Community holding and processing my personal data, as detailed in the Trust Trustees & Governors Privacy Notice.

I have been given the opportunity to ask any questions from the Governance & Compliance Manager.

Signed:

Date: