

Privacy Notice – Governors, Trustees, Volunteers and Members

General Data Protection Regulations (GDPR) 2016

Westcountry Schools Trust (WeST) is the Data Controller for the purposes of GDPR regulations.

To run the Trust and help our academies improve outcomes for children and young people, the Westcountry Schools Trust (WeST) collects and uses information about trustees, governors, volunteers and members. In this document the Westcountry Schools Trust is referred to as 'WeST' 'We' or 'Our'. Trustees, governors, volunteers and members are referred to as 'You' or 'Your.'

Much of the information we collect is classed as 'personal data' and our use of it is covered by legislation called the General Data Protection Regulation (GDPR) or in the UK the Data Protection Act 2018.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to your information

What information do we collect and use?

We collect many different categories of information which may include but is not limited to:

- Personal details
- Contact details
- Professional details
- Relevant business and pecuniary interests details
- Role application details
- Selection records
- References
- Identity verification records

- Meeting attendance records
- Records of communications
- Records of visits to individual academies
- Photographs of you or images on CCTV
- Information to identify you in the Trust and its academies
- Records relating to work you do in conjunction with our staff or students

What we use the information for

(some or all reasons will apply)

- To meet the statutory duties placed upon us
- To enable you to work with us
- To maintain a safe environment for our pupils
- To enable you to take part in appropriate training and professional development
- To comply with our legal obligations to share information
- To ensure your health and safety
- To keep you up to date with news about the Trust and its academies

The lawful basis on which we use this information

Under the GDPR the legal basis that we rely on for processing personal information will include but are not limited to:

- Necessary to carry out tasks in the public interest
- To meet a legal obligation
- To protect the vital interests of you or someone else
- Necessary for the performance of a contract with the data subject
- Consent has been obtained

Storing your personal data

The personal data that we collect and process is held electronically within our IT systems or in some instances in manual files that are stored securely. All electronic data is stored on servers based in the UK and within European Economic Area.

WeST holds your data for a set period in line with the recommendations provided by the Information and Records Management Society. Please contact the Data Protection Officer if you would like more information about the retention periods being applied.

Sharing your personal data

At times we will share your personal data with other organisations and individuals. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your specific consent.

We may share personal data with:

- The Department for Education as set out in the Academies Financial Handbook
- WeST schools and the WeST Central Services Team
- Approved public service providers (NHS, Police, social services)
- The local authority and LA approved partners (Babcock LDP, Careers South West)
- Our suppliers and service providers (Microsoft, Google, E4Education, PrimarySite PS Financials Ltd and Matrix)

Where we share your personal data with someone who is a supplier or service provider we have made arrangements to risk assess the sharing of any data to ensure that they treat your personal data in a way that meets our high expectations and complies with the requirements of the GDPR.

Requesting access to your personal data

Under GDPR legislation, you have the right to request access to information that we hold about you. To make a subject access request to obtain details of personal information that we hold please send your request to the WeST data protection team, requests can be general or more specific and a response will be made to your request within 1 month.

For details of how to submit a subject access request please see the GDPR pages on our website.

www.westst.org.uk

Data subject rights

GDPR legislation states that you have the right to:

- Be informed – this privacy notice gives details of the data held and any data processing undertaken.
- Access – please follow the guidance provided in this privacy notice.
- Rectification – if you think that your data might be incorrect let us know and we can arrange to update our records

- Erasure – we can only hold the data required by law to allow us to complete the tasks we are required to undertake. If you think we are holding additional information that does not inform our legal requirements please let us know.
- Restrict processing – please speak to us if you have any concerns about how your data is being used
- Data portability – in certain circumstances you can ask for data to be passed to other organisations, this right would not be appropriate in an education setting.
- Object – as a member of the school community there are certain legal requirements that the Trust and its individual schools must meet. The right to object to processing may be overridden by these requirements.
- In relation to automated decision making – The Trust and its individual schools do not employ automated decision making to process your data.

If you have a concern about the way we are collecting or using your personal data, we would ask you to raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office (ICO) at: <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

WeST Data Protection Officer: DPO-WeST@westst.org.uk

Or in writing:

Data Protection Officer
Westcountry Schools Trust
Harford Road
IVYBRIDGE
PL21 0JA

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