



GOVERNORS, TRUSTEES AND MEMBERS PRIVACY NOTICE

PRIVACY NOTICE FOR ALL GOVERNORS, TRUSTEES AND MEMBERS OF ALL OF THE SCHOOLS IN THE MAT

Version	3.0
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Date written	October 2019
Last updated	Oct 2021
Review date	October 2022
Approved by Trustees	

Record of Alterations
Version 3.0 Original



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1. Overview

Under the existing *Data Protection Law (1998)* and *The General Data Protection Regulation 'GDPR' (2018)* it is a requirement for all individuals to be correctly informed about what an organisation does with your personal data. SHARE MAT provides all associates with the ability to view how it uses your personal data via a 'Privacy Notice' (also referred to as a 'Fair Processing Notice').

Within this privacy notice the MAT aims to outline how it; collects, stores, manages, edits, erases and controls an individual's personal data. This relates to anyone that volunteers within the MAT as a Governor, Trustee or Member.

At SHARE MAT we employ a Data Protection Office to oversee Data Protection and GDPR. If you wish to contact our DPO please visit the 'contact us' section within this policy.

This policy applies to all forms of personal data, including but not exclusive to, paper and electronic formats.

2. Legislation and guidance

It is a requirement for all Schools and Public Authorities to adhere to the GDPR and Data Protection legislation, set out in the *Data Protection Law 1998* and the *GDPR 2018*.

This policy is based on the guidelines set out by the *Information Commissioners Office (ICO)* and *The General Data Protection Regulation (2018)* and *Data Protection (1998)* legislations. This policy also follows the guidance of the *Protection of Freedoms Act (2012)* to ensure the protection of biometric data. In addition, this policy also complies with the Trust's funding agreements and articles of association.

3. Definitions and key terminology

All of the definitions listed below are frequently used within this policy and directly associate to the *Data Protection Act (1998)* and the *GDPR (2018)*. If you require further information on any of the terminology used within this policy, please contact the DPO. All details can be found within the 'contact us' section of the policy.

Term	Definition
Personal data	Any information relating to an identified, or identifiable, individual. Personal data is only associated with a living data subject. This may include the individual's: <ul style="list-style-type: none">• Name (including initials)



	<ul style="list-style-type: none">• Identification number• Location data• Financial data• Online identifier, such as a username <p>It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.</p>
Special categories of personal data	<p>Personal data which is more sensitive and so needs further protection, including information about an individual's:</p> <ul style="list-style-type: none">• Racial or ethnic origin• Political opinions• Religious or philosophical beliefs• Trade union membership• Genetics• Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes• Health – physical or mental• Sex life or sexual orientation
Processing	<p>Anything done to personal data, such as;</p> <ul style="list-style-type: none">• Collecting• Recording• Organising• Structuring• Sharing• Storing• Adapting• Altering• Retrieving• Using• Disseminating• Erasing• Destroying <p>Processing can be automated or manual.</p>



Data subject	The identified or identifiable individual whose personal data is held or processed. A data subject is any natural, living person.
Data Controller	A person and/ or organisation that determines the purposes and the means of processing personal data.
Data Processor	A person, organisation or other body (other than an employee of the data controller) who processes personal data on behalf of the data controller.
DPO	A 'DPO' is an abbreviation of the term, Data Protection Officer. A DPO should be appointed when any large scale processing of data occurs, and/ or, processing of data may be deemed a risk.
Personal Data Breach or Data Breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.
The ICO	The ICO (Information Commissioners Office) and the legal authority whom manage GDPR and Data Protection.
A DPIA (Data Protection Impact Assessment)	A DPIA is a process that we carry out in order to assess if we are carrying out process in line with relevant legislation.
SAR/ DSAR	A 'SAR' or sometimes referred to as a 'DSAR', is an abbreviation of the word Subject Access Request. This is when a data subject formally lodges a request to view/ access their personal data that is held on them.

4. Personal data held by the MAT

SHARE MAT collects personal data on those it engages with, in carrying out the business of the schools within the MAT. It only collects relevant and necessary personal data in order to complete business processes. SHARE MAT does this by carrying out a DPIA on all data that it collects to identify the lawful basis of processing.

Personal data that the MAT may choose to collect, use, store and share (when appropriate) about you, includes, but is not restricted to:



- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- CCTV footage (please read out 'CCTV Policy' for more information)

As well as the information listed above, it may also collect, store and use information about you that identifies as 'special categories' of data. This is highly sensitive data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political views
- Disability and access requirements

5. Why this data is used

SHARE MAT collects this data in order to perform key business processes throughout the Trust. It holds the necessary basis for collecting and processing this data, as outlined in Article 6 of the GDPR. The data that it collects enables it to:

- Establish and maintain an effective governance
- Meet statutory obligations for publishing and sharing trustee/governors' details
- Facilitate safe recruitment, as part of its safeguarding obligations towards students
- Undertake equality monitoring
- Ensure that appropriate access arrangements can be provided for those who require them
- Ensure receipt of information from the school to facilitate the role of trustee/governor

Where you have given consent, the MAT may use your personal information for promoting events and communicating key information to you regarding the schools within the trust. You may at any given time choose to remove consent for it to do so.



6. Lawful basis for using your data

SHARE MAT follows the guidelines outlined within Article 6, The GDPR, Lawfulness of Processing, when assessing if it believes it has a lawful basis of processing your personal data. It ensures that it meets, at least one, of the minimum requirements outlined within Article 6. It only collects your personal data when it needs to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, it may also use personal data regarding you when:

- You have given consent to use it in a certain way
- The MAT needs to protect yours or an individual's vital interests
- There is a legitimate interest to share your information (this will only be done with your consent)

Where the MAT relies on consent to process your personal data, you have the right to retract this consent at any given time. When it asks for your consent in order to process your personal data it will make this clear and concise from the offset, along with guidance on how to retract consent if you wish to do so.

SHARE MAT will only use your data within the guidelines that it has been collected for. If it requires to use your information for an additional/ further process, it will contact you to inform you of this.

7. Collecting your information

SHARE MAT predominantly collects personal data from you as an essential requirement. There are occasions whereby collecting personal data is not mandatory, but that it feels it would be beneficial to the Trust to do so.

In these circumstances it ensures that it has a legitimate interest when requesting this data, however, as a data subject, you have the ability to choose if you wish to provide this information.

SHARE MAT will ensure that it informs you on 'mandatory' and 'non mandatory' data collection, the consequences of not providing mandatory information and the choices you have as a data subject.

8. How your data is stored

SHARE MAT ensures that all data that it stores on you is secure, safe and in line with legislation.

All personal data that it collects on you, as a data subject, is stored in a specific file relating to governance. This information is restricted in use to ensure only



those who need it have access. The use of the information stored within this file is restricted to the purpose that it is collected for.

Once your relationship with SHARE MAT has ended, it will retain this file and delete the relevant information in accordance with the Retention Schedule (IRMS Records Management for School).

The following storage rules apply:

- Paper-based records and electronic devices (such as laptops and hard-drives) are kept locked and restricted when not in use
- Personal data is signed for, logged and managed when it is taken off site to ensure safe return or erasure
- The implementation of an enforced password protection policy whereby all passwords are random and non-traceable
- Encrypted software is used on all electronic tools
- Data Sharing Agreements are in place where data is required to be shared with a 3rd party, contractor or additional source

9. How your data is shared

SHARE MAT will not share your personal data with any 3rd parties unless it informs you or asks for your consent to do so. It may need to share data if required to do so by the law. For more information regarding situations whereby your data may be shared, please see the ICO's website.

Where it is legally required to share personal data, the MAT may share your data with (but not limited to):

- Government departments or agencies- to meet its legal requirements to share information about members/ trustees/governors
- The local authority- to meet any legal or statutory requirements
- Police and legal forces
- Suppliers and service providers- to enable them to provide support that it has contracted them for (such as governor/ trustee support)
- Employment and recruitment agencies- where contacts may require this information
- Professional advisers and consultants- to comply with entitlements and assist with any claims



10. How long your data is retained

SHARE MAT is required, by law, to retain some of your personal data after your relationship with the organisation ends. It may choose to keep your data for up to six years afterwards dependent on what data it holds and the reason for still storing or processing this data.

Any data that is no longer used, but is still retained, will be stored and archived up until the point where the MAT assesses its use and decides to safely erase it.

For more information on the retention guidelines, retention policy and how long the MAT may hold your personal information for by law please contact the DPO.

11. How your data is erased

SHARE MAT ensures that any data that is no longer of use, or deemed necessary for business processes will be correctly erased in line with data protection guidelines. Personal data will be disposed of securely, safely and effectively to give all data subjects peace of mind.

For example, the MAT will shred or incinerate any paper-based documents that it holds on you, either in-house or contracted by a pre-approved and safe supplier. It will overwrite, redact or erase any electronic files that it holds on you, either in-house or contracted by a pre-approved and safe supplier.

12. Your rights as a data subject

As part of all data protection legislation data subjects are entitled to request any personal information that is held on them by an organisation. If you wish to find out what information SHARE MAT holds on you, please complete a Subject Access Request.

If you wish to submit a Subject Access Request, please download one of the templates from either the SHARE MAT website, or from the website of the school that you are associated with. If you are having trouble accessing the template, please contact our DPO.

Once you have submitted a SAR the MAT will:

- Give you a description of the data that it holds (where applicable)
- Explain where it received the information from (where applicable)
- Inform you who has had access to it and if it will be shared further
- Inform you if any automated decision-making has been applied, or will be applied, to this data, and inform you of the consequences of this

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- Give you an accessible copy of this data (where appropriate)

Subject Access Requests may be subject to an administrative charge dependent on the level of time required to prepare the response. You will be informed if your SAR is subject to a charge.

On occasion, the MAT may not be able to provide a hard-copy of your data. It will give you the opportunity to view, in person, the data that it holds on you at a time that suits you.

Under data protection laws data subjects have certain rights regarding how their personal data is used, stored, managed and erased. You have the right to:

- Object to the use of your personal data if it is causing, or has caused, damage or distress
- Prevent your data being used for the purpose of direct marketing
- Object to the use of your personal data for decisions being made by automated means (by a computer or machine, instead of by a person)
- Your data records being up-to-date, accurate and relevant. If you believe they are not, please let us know
- Claim compensation for any damages caused by a breach of your rights under the data protection regulations

If you would like any more information on Subject Access Requests, please contact the Data Protection Officer.

13. How to contact us

SHARE MAT has a designated Data Protection Officer to handle any issues or concerns that you may have regarding your data.

If you have any questions or concerns, or would like any advice regarding your data, please contact the Data Protection Officer.

Holly Senior- Premises, Compliance and Data Protection Officer

Email- holly.senior@sharemat.co.uk

Telephone- 01484 868777

Address- Shelley College, Huddersfield Road, Shelley, HD8 8NL

14. Complaints, issues and escalation

SHARE MAT takes any complaints about collection, management and use of personal data very seriously.



If you believe that the way the MAT is processing your personal data is unfair, misleading or inappropriate, or if you have any other concerns regarding your personal data please contact the Data Protection Officer immediately.

If you believe that your complaint is not being handled effectively or you would like external advice, please contact the Information Commissioners Office:

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

15. Confirmation check

SHARE MAT would like to record that all Members, Trustees and Governors have read and agreed to the terms of our Internal Privacy Notice. Please sign and date the bottom of this document once you have read it in full.

If you have any issues or concerns, please contact the Data Protection Officer.

I am happy with the information provided by SHARE MAT regarding how my data is used within the organisation.

Name:

Date:

Signature:

This policy has been written using guidance and advice from the Department of Education for the school's workforce, the ICO's guidance and support for data protection regulation. SHARE MAT has amended the information to reflect the way it uses personal data throughout the trust.

Appendix A- Coronavirus (COVID-19) Additional data shared

During the Coronavirus pandemic, SHARE MAT is required to fully cooperate with external organisations in order to communicate correct and accurate data relating to positive Coronavirus cases.

SHARE MAT's obligation is outlined within the Department for Education's 'Guidance for Full Opening: Schools' document issued in September.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

'Test and Trace'



SHARE MAT is required by the Department for Education to actively engage with the NHS 'Test and Trace' scheme.

SHARE MAT may be required to share personal details in order to support the operational requirements of 'Test and Trace'.

SHARE MAT will only share the essential data required to support 'Test and Trace'.

Reporting cases in school

SHARE MAT is required by the Department for Education to report all cases of Coronavirus to the following bodies:

- Department for Education Coronavirus Helpline
- Kirklees Council Infection Control Team
- Kirklees Council Emergency Planning Team
- Public Health England's Local Health Protection Team
- The Health and Safety Executive (under a 'RIDDOR' report)

SHARE MAT will only share the essential data required to support each organisation.

Reporting breaches of legislation to the Authorities

SHARE MAT is required by law to report any known breaches of Coronavirus legislation to the local authorities (i.e. Police).

SHARE MAT will only share the essential data required to support the organisation.