



## Privacy Notice – Governance Services

We respect your privacy when you perform a governance role for GEP Academies and are committed complying with privacy legislation. This privacy notice is to be read in conjunction with the overall privacy statement held under [www.gepacademies.com/dataprivacy](http://www.gepacademies.com/dataprivacy).

What is the service being provided?	<b>Governance Services:</b> activities of those in the post of governor, associate governor, clerk to governors, executive working group, trustee, clerk to Board of Trustees, member.							
What personal data do we need from you?	<ul style="list-style-type: none"> <li>• Attendance/absence information</li> <li>• Contact/home information, e.g. address, mobile, personal email</li> <li>• Feedback</li> <li>• Identifiers, e.g. name, date of birth, gender, photo</li> <li>• Next of kin/emergency contacts</li> <li>• Performance information including investigations</li> <li>• Previous, current and future education/career</li> <li>• Qualifications, accreditations, awards, professional membership/development</li> <li>• Recruitment information, safeguarding clearances, including convictions</li> </ul> Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.							
Who will be using your Personal Data?	Who is the Data Controller?	GEP Academies Staff, governors/trustees/members in schools/business units across GEP Academies.						
	How can you contact the Data Protection Officer?	DPO@gepacademies.com						
	Are there any Data Processors?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Admin/IT system providers, e.g. Microsoft, PS Financials</li> <li>• Photographers</li> <li>• Professional development service providers</li> <li>• Professional services providers, e.g. auditors</li> <li>• Safeguarding service providers</li> <li>• Survey service providers, e.g. Edurio, Survey Monkey</li> </ul>		
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s):	To deliver governance services across our Trust						
	The Lawful Basis:	<ul style="list-style-type: none"> <li>• Legal Obligation</li> <li>• Substantial Public Interest</li> <li>• Employment Social Security, Social Protection</li> </ul>						
Who else might we share your data with?	<ul style="list-style-type: none"> <li>• Department for Education</li> <li>• Companies House</li> <li>• Charities Commission</li> </ul>							
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	No							
How long will your data be kept?	When after user will this data be deleted? See Data Retention Schedule <ul style="list-style-type: none"> <li>• Governor File: Academic year of date of leaving the role + 1 year, subject to Auditor agreement.</li> <li>• Governor Papers: Permanent, as they are a matter of public record</li> </ul>							
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly to us:	This is the reason why we are allowed to ask for it and use it:						For statutory purposes, to ensure the smooth running of schools and related business units across the Trust.	
	This is what could happen if you refused to let us use your data for this purpose:						Not applicable; unable to engage/continue to engage individual for governance services.	



As you are not giving your data directly to us in all circumstances:	This is who is giving us your personal data:	<ul style="list-style-type: none"> <li>• Current/previous educational establishment/employer</li> <li>• Department for Education (DfE)</li> <li>• Next of kin/emergency contact</li> <li>• Safeguarding service providers</li> <li>• Survey service providers</li> </ul>			
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	<ul style="list-style-type: none"> <li>• Identifiers, e.g. name, date of birth, gender</li> <li>• Performance information incl. assessments and investigations</li> <li>• Previous, current and future education/career</li> <li>• Qualifications, accreditations, awards, professional membership/development</li> <li>• Recruitment information, safeguarding clearances, including convictions</li> <li>• Reference information from employment/education</li> <li>• Survey feedback</li> </ul>			

**Visit the following links for more information about Privacy Law, our obligations and your Rights:**

[The ICO Guide to the General Data Protection Regulations 2016](#)  
[The General Data Protection Regulations 2016](#)

**If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:**

Email	DPO@gepacademies.com
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**If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:**

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
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Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
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Phone Number	0303 123 1113
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## Licensing & Copyright Statement

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## Version Control

Date	Version	Updated By	Comments
24/05/18	1.1	COO	GDPR/DPA2018 Compliance; effective 25/05/18
05/02/20	1.2	COO	Review of data processors and data elements