



Privacy Notice – Members, Directors and Academy Committee Members.

September 2023

Introduction

Under the General Data Protection Regulations (GDPR) individuals have a right to be informed about how the school uses any personal data that is held about them.

At Pele Trust we comply with this right by detailing 'privacy notices' for individuals when we process their personal data.

This privacy notice explains how we collect, store and use personal data about **Members, Directors and Academy Committee Members**.

For the purposes of data protection law Pele Trust is the Data Controller.

A named representative of Northumberland County Council acts as our Data Protection Officer.

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

- Personal information (such as name, address, national insurance number, email address)
- Special categories of data including characteristics information such as gender, age, ethnic group, marital status and relevant medical information
- Business and pecuniary interests
- Payroll information such as bank account details and tax status
- Qualifications and work history
- Photographs of you and CCTV imagery captured in school
- Information that confirms your identity such as your driving licence or passport
- Attendance at meetings
- Data about your use of the school's information and communications system

Why we collect and use this information

We collect and process this data is to help us run the Trust, including but not limited to:

- Allow you to discharge your school and/or Trust governance responsibilities
- Facilitate safe recruitment as part of our safeguarding obligations towards pupils
- Support effective performance management
- Enable gender, ethnicity and disability monitoring
- Meet our statutory or legal obligations as a company limited by guarantee and registered charity.

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:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation (such as The Education Act 1996)
- Carry out a task in the public interest

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We may also use personal information about you where:

- You have given us consent to use it in a certain way

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Whilst the majority 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 school workforce information to us or if you have a choice in this.

Storing this information

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our retention schedule. This is usually for six years after the end of your employment however in certain circumstances we may need to retain some of all information for longer (for example if there have been any child protection allegations made about you).

Who we share this information with

We do not share information about Directors or Academy Committee Members with anyone without consent unless the law and our policies allow us to do so.

Local authority

We share information about our governance arrangements with our local authority.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

The DfE collects and processes personal data relating to those responsible for governing Trusts and schools.

Other organisations

We may also share information about Members, Directors and Academy Committee members with:

- Ofsted
- Central and local government

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- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Police forces, courts, tribunals
- Professional bodies

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 Headteacher.

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

Concerns

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

Contact

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

Claire Hancock

Chief Operations Officer

Our Schools

Belsay Primary School

Darras Hall Primary School

Heddon St. Andrew's CE Primary School

Ponteland High School

Ponteland Primary School

Richard Coates CE Primary School

