



PRIVACY NOTICE

FOR DIRECTORS

Privacy Notice for Directors

This notice is about how we use information about you and what we do with it. We call this information ‘personal data’ or ‘personal information.’

Who are we?

Peterborough Diocese Education Trust, the Academy Trust of which you are a Director, or are to become a Director, is in charge of your personal information. This means the Academy Trust is called the Data Controller. The Academy Trust also processes your personal data / information and is therefore a Data Processor too.

The postal address of the Academy Trust is Unit 2 Bouverie Court, 6 The Lakes, Bedford Road, Northampton NN4 7YD.

If you want to contact us about your personal information you can contact our Data Protection Officer (DPO) who is Angela Corbyn. You can contact via telephone 07523 512957 or you can leave a letter at our offices at the address above or send one by post. You can also contact the DPO using the email address dpo.pdet@peterborough-diocese.org.uk

The categories of Director information that we process include:

- personal identifiers and contacts (such as name, contact details and address)
- characteristics (such as ethnicity and language)
- attendance (such as sessions attended, number of absences, absence reasons; this includes publishing attendance information)
- employment history / details, work experience, skills
- evidence of qualifications
- information about business and pecuniary interests
- references / recommendations / input from others as to suitability for the Director role
- family interests within the Academy Trust
- term of office
- Director roles and committee membership

We may also process information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- safeguarding (such as information from the Disclosure and Barring Service (DBS) checks)
- Church involvement
- race, ethnicity, religious beliefs and sexual orientation
- disability and access requirements

We will also use photographs of you in connection with your role as a Director. (For example, this may include; on our website, in newsletters, on noticeboards etc.)

Why we collect and use Director information

We, Peterborough Diocese Education Trust, collect and hold personal information relating to our Directors and this may include collecting and receiving information about them from others including, referees. We use this personal data to:

- establish and maintain effective Multi Academy Trust (MAT) governance
- make Director appointments and removals, this includes to consider the suitability for the role of a Director generally. (In relation to information regarding religious beliefs and Church involvement, this is to consider suitability in relation to upholding, preserving and developing the Church School ethos).
- monitor Director skills and address gaps
- meet statutory obligations for publishing and sharing Directors’ details
- facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- comply with the statutory duties placed on us in respect of Company Law, Charity Law and Multi Academy Trust governance
- undertake equalities monitoring
- ensure that appropriate access and other arrangements can be made for those who need them

The use of your information for these purposes is lawful for the following reasons:

- The Academy Trust (and the academies within it) is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us by Company Law and Charity Law and to meet legal requirements imposed upon us such as our statutory duties in respect of

governance and such as our duty to safeguard pupils.

- It is necessary for us to hold and use your information for the purposes of our functions in establishing and maintaining effective governance across the Academy Trust. This is a function which is in the public interest because governance is an integral part of leadership and management of academy trusts and academies. This means we have a real and proper reason to use your information.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. If you give your consent, you may change your mind at any time.

How we collect Directors' information

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it or whether there is a legal requirement on the Academy Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

When we give your information to others

We will not give information about you to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact the Trust.

We are required, by law to pass some information about our Directors to the Department for Education (DfE). This is the part of the Government which is responsible for schools/academies. This information may, in turn, then be made available for use by the Local Authority and external auditors.

The DfE may also share information about Directors that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it. For further information about the Department's data sharing process, please visit <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Contact details for the DfE can be found at <https://www.gov.uk/contact-dfe>

We are/may also be required to pass some information about you to Companies House and the Charity Commission and your information will be published in accordance with Company Law and Charity Law requirements. For further information about the privacy notice from the Charity Commission, can be found at <https://www.gov.uk/government/organisations/charity-commission/about/personal-information-charter#this-privacy-notice>

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children through Strictly Education who administer the service.

Your information will/may also be shared with:

- the academies within our Academy Trust
- suppliers and service providers to enable them to provide the service we have contracted them for, such as Director support, training and clerking
- professional advisors and consultants
- police forces, courts

Your information will be published in accordance with Company Law and Charity Law requirements.

Our disclosure of your personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us by Company Law and Charity Law and to meet legal requirements imposed upon us such as our statutory duties in respect of governance and such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in establishing and maintaining effective governance across the Academy Trust. This is a function which is in the public interest because governance is an integral part of leadership and management of academy trusts and academies/schools.
- There is a substantial public interest in disclosing your information because it is necessary to keep our pupils safe from harm.
- We may not need consent to disclose your information. However, if at any time it appears to us that we would need consent then we will ask before a disclosure is made.

How we keep your information and how long for

Personal data is kept in accordance with our Combined Data Protection and FOI Policy and Records Retention Policy and you can find them here www.pdet.org.uk/policies or ask for a copy at our offices.

You have these rights:

- You can ask us for a copy of the information we have about you

- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Combined Data Protection and FOI Policy or you can ask PDET's Chief Executive Officer on 01604 887056.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.