

## Privacy Notice.

### How we use Members, Trustees, Volunteers and Governors' information.

Bright Futures Educational Trust ("the Trust") is committed to protecting the information it collects about members, trustees, volunteers and governors. Each academy within the Trust will respect and comply with data protection laws from time to time in force, in particular, the Data Protection Act 2018. We are registered with the Information Commissioner as a controller of personal data with reg. no. ZA023935.

This Privacy Notice is intended to provide the information about how we process members, trustees, volunteers and local governor information across the Trust in a concise, easily understandable format. More detailed information about how we collect, store and use information can be found in the Data Privacy Policy- Pupils, parents/carers. The full policy can be found on our website, using the following link:  
<http://www.cedarmount.manchester.sch.uk/our-school/policies-and-procedures/>

For the purpose of this Privacy Notice we refer to members, trustees, volunteers and governors as 'trustees and governors'.

**The categories of trustee and governor information that we typically process in the trust and our schools includes:**

- personal identifiers and contacts (such as name, address, service address and contact information)
- background check information to check suitability to take office (DBS results for a time and certificate numbers for the single central register)
- interests of the governor or trustee which must be declared as a matter of company or education law
- References, where these were obtained at the time of appointment
- Qualifications, where these were obtained at the time of appointment
- opinions given in meetings at board level, committee or during ad-hoc panel hearings, which are recorded in minutes

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs and political opinions
- Disability and access requirements

This list is not exhaustive, and we will add to it from time to time to cover the key categories of information that we process.

### Why we collect and use trustees and governors' information

We collect and use trustee and governor information, for the following purposes:

- a) to meet legal obligations set out in company and education law
- b) to ensure transparency in our governance arrangements
- c) to facilitate safe recruitment, as part of our safeguarding obligations towards students
- d) to be clear on who are taking decision impacting the Trust and our academies
- e) Undertake equalities monitoring

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- f) Ensure that appropriate access arrangements can be provided for volunteers who require them
- g) to keep the Department for Education and Education and Skills Funding Agency informed of those with the authority to make decisions within the Trust and our academies

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing trustee and governor information are:

- for the purposes of delivering education in accordance with the legal basis of performing a task in the public interest and where a legal obligations under company, education and child welfare law requires us to.

In addition, concerning any special category or criminal conviction data:

- where there is a substantial public interest, for example when processing information to ensure suitability for the role or when there have been allegations made that need investigating.

### How we collect trustees and governors' information

We collect governor and trustee information via various methods. We collect information directly from governors and trustees at the outset of their relationship with the Trust in order to check suitability and to notify third parties such as Companies House or the Department for Education of the appointment made.

Information will also be collected through minutes of meetings attended, letters issued when exercising a function delegated to the governor or trustee.

### How we store trustees and governors' data

We maintain files to store personal information about all members, trustees and local governing body governors. The information contained in these files is kept secure and is only used for purposes directly relevant to your work with the Trust.

When your relationship with the Trust/school has ended, we will dispose of your personal information in accordance with our record retention schedule policy, which is for six years after leaving.

We hold minutes of meetings securely for a period of six years from the date of the meeting.

### Who we share trustees and governors' information with

We share some limited details including names on our websites. Where a biography is on the website it has either been written by the trustee or approved by the trustee before publishing.

We routinely share this information with:

- Members of the public on request
- Local authorities
- the Department for Education (DfE)
- Education and Skills Funding Agency

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- Companies House
- Third party processor for the purposes of providing management information on a trust wide and academy basis

#### Why we regularly share trustees and governors' information

As an academy trust we are under legal obligations in company and education law to ensure we are transparent about our governance arrangements. We must also proactively publish information under the Freedom of Information Act 2000 which the public is entitled to know about the Trust as a public authority.

#### Use of personal information for marketing purposes

Where governors or volunteers have given us consent to do so, one of our schools may send you marketing information by e-mail or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our data protection officer.

#### Requesting access to personal data

Under data protection legislation, governors and trustees have the right to request access to information about them that we hold. To make a request for your personal information you should contact our Data Protection Officer at [dataprotection@bfet.uk](mailto:dataprotection@bfet.uk). Please see the Data Privacy Policy –Education for more information.

Individuals 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
- a right to seek redress, either through the ICO, or through the courts

Any concerns or complaints about the way we are collecting or using personal data, should be raised with us in the first instance or directly to 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:

Nicola Carson, Assistant Vice Principal

or

The Trust's Data Protection Officer: [dataprotection@bfet.uk](mailto:dataprotection@bfet.uk)