Testwood School Privacy Notice (How we use personal information) Trustees	
Key Responsibility	AS
Last Review:	July 2021
Next Review:	July 2022

Revision History

Version	Date	Amendments	Initials

PRIVACY NOTICE FOR SCHOOL TRUSTEES

TESTWOOD SCHOOL collects personal data about our trustees. The personal data is required for the school to fulfil their official functions and meet legal requirements. The personal data collected is:

- Contact details (name, address, telephone no., email address & emergency contact)
- Date of birth
- Trustee details (e.g. start and end dates, type of governor, appointed by, term, committees, responsibilities (e.g. vice chair) and governor ID)
- Business and other interests (e.g. business and pecuniary interests, relationships
- with members of school staff, governor roles at any other schools)
- Attendance record (e.g. at governing body and committee meetings)
- Criminal records certificate
- Bank details for payment of reasonable expenses (e.g. travel costs, child care costs)
- DBS certificate number

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

a) to meet the statutory duties placed upon us. *Note: e.g. duty to provide information to other organisations.*

b) the administration of the board of trustees. *Note: e.g. trustee elections, appointing trustees, skills audit, arranging or providing training and development.*

The legal basis for our use of your personal data is:

- It is necessary to comply with a legal obligation. *Note: e.g. all maintained school governing bodies have a legal duty to provide governance information to the DfE and the Local Authority; e.g. academy trusts have a legal duty to provide governance information to the DfE; e.g. academy trusts are required to publish on their websites information about their trustees; e.g. academy trusts are required to apply for enhanced criminal records certificates.*

- It is necessary for the performance of a public task carried out in the public interest. *Note: e.g. Academies have a discretionary power to pay trustees' allowances*

The legal basis for our use of your special category personal data is:

- It is necessary for reasons of substantial public interest

Note: e.g. Any criminal offences data should be treated as special category personal data.

We may share your information with the following organisations:

- **DfE**. We have a legal duty to provide the DfE with information about our governors.
- **Hampshire County Council**. We have a legal duty to provide HCC with information about our trustees which enables the local authority to comply with its duties e.g. to provide training.
- **Companies House**. Trustees must be registered as directors of the academy trust with Companies House.

TESTWOOD SCHOOL will keep your personal information stored securely.

Your personal information will be retained in accordance with the School's retention schedule: https://www.testwoodschool.co.uk/trustee/school-policies/

You have some legal rights in respect of the personal information we collect from you. Please see the School's General Privacy Notice further details: https://www.testwoodschool.co.uk/trustee/school-policies/

You can contact the School's Data Protection Officer at: dpo@testwoodschool.co.uk

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

This policy was approved by the Board of Trustees and will be reviewed annually.

Date policy agreed: July 2021 Date of review: July 2022