



Privacy Notice – Members, Trustees and Governors

How we use personal information relating to Members, Trustees and Local Governing Bodies

Introduction

This Privacy Notice explains how The Pyramid Schools Trust collects, uses, stores and shares personal information about Members, Trustees and Governors. The Trust is the data controller for the purposes of UK data protection law.

The Trust's Data Protection Officer is Charlotte Durrant. If you have any questions about this notice or how your information is used, please contact the Data Protection Officer.

How we collect information

We collect personal information when an individual is appointed to the Trust, a Local Governing Body or one of our schools. Information is usually provided by the clerk to the board, through safeguarding checks, or directly by the individual.

We may also collect updated information during the year to keep our records accurate and complete.

The information we collect

We may collect and hold:

- Name, address, date of birth, email address and telephone number
- Equality and accessibility information, including ethnicity, disability and access requirements
- Business and personal pecuniary interests
- Governance information, including role, start and end dates, and governor ID
- Enhanced DBS information
- Training records and skills audits
- Photographs relating to school business or activities

Information we publish

To meet legal and regulatory requirements, the Trust or school website may publish:

- Name

Pyramid Schools Trust

Address: Harlington Upper School, Goswell End Road, Harlington LU5 6NX

Telephone: 01525 755100

Email: contactus@pyramidschoolstrust.org

Website: pyramidschoolstrust.org

- Role
- Category of Trustee or Governor
- Date of appointment and term of office
- Attendance at meetings
- Disclosure of pecuniary interests

Why we use this information

We use this information to:

- Maintain effective governance
- Support the work of the governing board in line with the Nolan Principles of Public Life
- Record attendance at meetings
- Identify training and development needs
- Meet statutory publication and reporting duties
- Provide access to governance resources and training
- Meet safeguarding obligations
- Put in place reasonable adjustments and access arrangements where required

Lawful basis for processing

We process personal information where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Protect vital interests
- Use information with consent where appropriate

Where we process special category data, we also identify an appropriate condition under Article 9 of the UK GDPR.

Most of the information requested is mandatory because the Trust is required by law to hold it. Some information, such as photographs, may be optional and collected only with consent.

Sharing information

We may share personal information where there is a lawful reason to do so. This may include sharing with:

- The local authority
- Government departments and agencies
- Ofsted
- Professional advisers and consultants
- Auditors
- Companies House

We also ensure that providers who process personal information on our behalf have appropriate privacy notices, contracts or data sharing agreements in place.

Department for Education

The Department for Education collects information about Governors and Trustees through

the Get Information About Schools (GIAS) system. The Trust is required to provide this information under the Academy Trust Handbook.

The DfE uses this information to identify people involved in governance and to support checks on suitability for governance roles.

How we store information

We store personal information securely and retain it in line with the Trust's retention schedule and Data Protection Policy.

Your rights

Under data protection law, individuals have the right to:

- Request access to their personal information
- Request correction of inaccurate information
- Request deletion of information in certain circumstances
- Restrict how information is processed
- Object to certain types of processing
- Withdraw consent where consent has been given
- Complain to the Information Commissioner's Office

Complaints

If you have concerns about how your information is being used, please contact the Data Protection Officer in the first instance.

You can also contact the Information Commissioner's Office:

Website: <https://ico.org.uk/make-a-complaint/>

Telephone: 0303 123 1113

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact details

Data Protection Officer: Charlotte Durrant

Email: dpo@pyramidschoolstrust.org

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