

Privacy Notice – for Prospective Brigshaw Learning Partnership governors, trustees directors, members and other volunteers

Under data protection law individuals have a right to be informed about how the trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who work with the BLP in a voluntary capacity including: governors, trustees, directors and members. We collect your personal data, hold it securely and use it process your application to become a governor.

We, The Brigshaw Learning Partnership are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Mrs Wendy Harrington (see 'Contact us' below).

The personal data we hold

The categories of personal data that we may collect, use, store and share (when appropriate under GDPR) about you includes, but is not restricted to:

- Personal information (such as name, family information)
- Contact details
- Qualifications
- References
- Vetting information
- Employment details including work history, job titles and professional memberships
- Work related qualifications such as chartered status and health and safety courses undertake
- Copy of driving licence
- Copy of passport
- Relevant medical information, including details of self isolation in a pandemic

Why we use this data

The purpose of processing this data is to support the trust to:

- Facilitate safe governor appointment, as part of our safeguarding obligations towards pupils
- Enable ethnicity, disability and other equality monitoring
- Ensure we are providing a safe working environment with appropriately qualified governors
- Manage and protect public monies effectively
- Establish and maintain effective governance
- Comply with the law regarding education
- Ensure that appropriate access arrangements can be provided for volunteers who require them

- Arrange Governor training
- Process it for public health reasons, such as complying with Test and Trace legislation, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law

Our lawful basis for using this data

The main law statutes applicable are:

- The School Governance (Role, Procedures and Allowances) (England) Regulations 2013.
- School Governance (Constitution) (England) Regulations 2012 or the School Governance (Federations) (England) Regulations 2012.
- Requirements of the Education Act 1996, 2002 and 2011
- Statutory guidance such as Keeping Children Safe in Education

Most commonly, we use this data where we need to:

- Comply with a legal obligation (Article 6(1)(c))
- Carry out a task in the public interest controller (Article 6(1)(e)).

Less commonly, we may also use personal information about you where:

- You have given us consent to use it to apply to be a governor (Article 6 (1)(a))

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.

Collecting this information

We collect information from you on governor application forms, register of interests etc. While the majority of information we collect from you is mandatory to apply for a governor role, there is some information that you can choose whether or not to provide to us.

How we store this data

The information you provide is kept secure and is only used for purposes directly relevant to your application for a governance role.

The BLP takes its data security responsibilities seriously and has policies and procedures in place to ensure the personal data held is:

- prevented from being accidentally or deliberately compromised;
- accessed, altered, disclosed or deleted only by those authorised to do so;
- accurate and complete in relation to why we are processing it;
- continually accessible and usable with daily backups; and,
- protected by levels of security 'appropriate' to the risks presented by our processing.

Data sharing

Your information will be shared with the governance bodies of the schools, academies or education centres which have a suitable vacancy to fill, taking into account your preferences expressed on the form. Also NHS services such as Test and Trace if required.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, you can request us to:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

You may also wish to refer to our whistleblowing policy, copies of this can be found on our websites.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer (DPO):

- Wendy Harrington: DPO@brigshawtrust.com

Privacy Policy Changes

Although most changes are likely to be minor, the Brigshaw Learning Partnership may change its Privacy Policy from time to time, and in the Brigshaw Learning Partnership's sole discretion.

Brigshaw Learning Partnership (BLP)

Brigshaw Learning Partnership is the data controller for your school. The BLP can be contacted at:
Brigshaw High School, Brigshaw Lane, Allerton Bywater, Castleford, WF10 2HR Tel: 0113 2878900