

## Data Protection Privacy Notice for Governors/Directors/Members

Under data protection law, individuals have the right to be informed about how the trust uses any personal data it holds about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data. This document describes the information we collect about our governors, directors and members, and how we use and share this information.

Under data protection legislation PACE Academy Trust is the data controller of the personal information we hold. The PACE Academy Trust designates Zoe Harris as its representative with regards to data protection.

The postal address of PACE Academy Trust is: c/o Chipstead Valley Primary School, Chipstead Valley Road, Coulsdon, Surrey CR5 3BW.

### **Why do we collect and use your information?**

PACE Academy Trust is a non-profit charitable trust funded by the Department for Education (DfE). It is required that personal data is collected and processed in order to enable the effective running of the trust. We process personal data in order to meet the legal obligations and safeguarding requirements set out in our Academy Funding Agreement, UK employment and childcare law and to comply with regulatory requirements.

The information we hold may include names, addresses and contact details. We may also keep photographs of governors/ directors/ members for safeguarding and identification reasons.

The information we hold is data that has either been provided to us by you during the course of your tenure. The trust is obliged to record this information in order to carry out its duties as a public body.

The trust may identify additional uses of your data, which may be of benefit to its governors or to the school community. Examples may include PTFA fundraising or school promotional activities. We will always seek your consent before using your data for these reasons. If you give consent, you may change your mind at any time.

### **Use of your personal data for filtering and monitoring purposes**

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. Safeguarding and Child Protection policy, ICT Acceptable Use Policy) and our legal obligations
- Keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network.

### **How long is your data stored for?**

Personal data relating to governors, directors and members is stored in line with the trust's Data Retention Policy. We keep information for as long as the law requires us to do so, and it is deleted when it is no longer required. You can see further details in the policy on the PACE website at [paceacademytrust.com](http://paceacademytrust.com).

### **Will my information be shared?**

We do not share information about our governors/ directors or members with external agencies without prior consent, or unless the law, regulatory requirements or our policies require us to do so.

We are required to share some personal information with Local Authorities, the DfE (Get information in Schools) and our Auditors.

We may also share data with approved third parties or contractors in order to support governor communication and training and development. Examples may include training providers, IT support and communication tools.

### **Requesting access to your personal data**

Under data protection legislation, governors have the right to request access to view the information that we hold about them. Requests for access to view your personal information must be recorded in writing. You may make a request verbally by speaking to a member of staff who will record your request.

Alternatively, you may use our Subject Access Request form or write your own letter addressed to the relevant Headteacher or the Chief Executive or send it care of our nominated Data Protection Officer: Andy Trelford, OpenAIR Systems Limited, Unit 20 Capital Business Centre, Croydon, Surrey, CR2 0BS, or submit an emailed request to:

[paceacademy.sars@openair.systems](mailto:paceacademy.sars@openair.systems)

Further information is available in our Data Protection Policy on the PACE Academy Trust website. For further queries about the data we hold, please contact the relevant school office or a member of the school or trust leadership teams.

If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner's Office by post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, by telephone: 0303 123 113 or 01625 545 745, or online at: <https://ico.org.uk/concerns>

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#### **Chief Executive**

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[www.paceacademytrust.com](http://www.paceacademytrust.com)



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