

# Data Privacy Statement

## Members, Trustees and Governors

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The Potteries Educational Trust is committed to protecting your privacy. This privacy statement explains how we collect, use, and share your personal information, and your rights in relation to the personal information we hold. The Potteries Educational Trust is the controller of all personal information held by our academies, schools, and college, and is subject to the Data Protection Act (2018) and the General Data Protection Regulation (GDPR).

We may collect, use, and share your personal information to operate our framework for Governance, meet external requirements for records related to the governance of the Trust, and to provide effective support to you as a member, trustee, or a governor on one of our local governing bodies.

### What data do we collect and use?

The categories of personal information that we collect, hold and share include:

- Personal identifiers, contacts, and characteristics (such as name, date of birth, contact details and postcode)
- Governance details (such as role(s), committee membership, start and end dates, training records)
- Information about your business/pecuniary interests
- Details of your DBS (Disclosure and Barring Service) clearance (date and disclosure number)
- Photograph
- CCTV images

We may also collect, store, and use information about you that falls into 'special categories' of more sensitive personal data. This includes information about:

- Ethnicity, Disability, and access requirements
- Information disclosed on a DBS certificate, which may be used as part of our governance appointment process but is not subsequently stored in our records or systems

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

The personal data collected is essential, for the Trust to fulfil their official functions and meet legal requirements. We collect and use governance information for the following purposes:

- to meet the statutory duties placed upon us
- to establish and maintain effective governance (appointment, monitoring and ending of appointments, and to review governance across the Trust)
- to provide appropriate information, support, and training for you in your duties as a member, trustee, or governor
- to facilitate the safety of our community (as part of our safeguarding processes)
- to comply with any legal dispute or any legal obligations
- to monitor use of IT systems and ensure system security
- to comply with health and safety and other regulatory requirements
- to liaise with you as is appropriate in your role

## How long is your data stored for?

We store your information securely and in line with our Data Protection Policy and associated procedures. Electronic records of your personal information will usually be deleted 7 years after the end of your term as a member, trustee, or governor.

We are required to hold safeguarding records for a longer period, and, on some rare occasions, your personal information may be included in these records and therefore held for up to twenty-five years.

## Will your information be shared?

We routinely share this information with:

- Companies House (for Trustees)
- The Department for Education (DfE)
- The Disclosure & Barring Service
- Legal authorities

Your name, photograph and role as a member, trustee, or governor, as well as a brief overview of your experience, agreed with you, will be shared with members of the public via our websites and other public documents. We do not share other information with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with your explicit consent. Where data is routinely shared with other 3<sup>rd</sup> parties, a data processing agreement will be established to ensure the protection of the information.

## How do we protect your data?

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Your data is held securely on the Trust's network or in a secure cloud location provided by one of our IT partners. Our databases are accessible to those staff who need to use information in their day-to-day activities or as part of our arrangements to keep students safe.

All staff have completed the Trust's data protection training and receive regular updates to keep their knowledge and understanding up to date.

The Trust ensures that appropriate data sharing agreements are in place prior to sharing your personal data with any partners.

## What are your rights?

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The Data Protection Act (2018) and General Data Protection Regulations (GDPR) give individuals several specific rights in relation to their personal information. You have the right to:

- Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data;
  - Request access to the information we hold about you (Subject Access Request); You **do this online at [potteries.ac.uk/data-protection](https://potteries.ac.uk/data-protection)**
  - Object to processing of personal data that is likely to cause, or is causing, damage or distress; Please **contact the Data Protection Officer if you would like to discuss any concerns**
  - 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/or
  - Claim compensation for damages caused by a breach of the data protection regulations.
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**Please contact the Data Protection Officer if you would like to discuss any concerns**

## **Contacting the Trust**

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You will find up to date information about our Data Protection Officer, how to make a request for your personal information, and other useful information about Data Protection on our website: [potteries.ac.uk/data-protection](https://potteries.ac.uk/data-protection)

You can also write to the Data Protection Officer:

The Information Office  
The Potteries Educational Trust  
The City of Stoke-on-Trent Sixth Form College  
Leek Road  
Stoke-on-Trent  
Staffordshire  
ST4 2RU

## **Where can you find out more information?**

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If you have a concern about the way we are collecting or using your personal data, we would always ask you to raise your concern with us in the first instance. You can e-mail the Data Protection Officer or ask for a conversation with them at any time. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>