



## Privacy Notice

Under data protection law, individuals have a right to be informed about how Inspire Governance Services (IGS) uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work for us, supporting our customers.

We, Inspire Governance Services, operated by Inspire Multi Academy Trust, Head Office, Farrington Academy, Archer Road, Sunderland, SR3 3DJ, are the 'data controller' for the purposes of data protection law.

Our data protection officer is:

**Name:** Simon Allan

**Email:** [simon.allan@inspiremultiacademytrust.co.uk](mailto:simon.allan@inspiremultiacademytrust.co.uk)

**Tel:** 0191 553 5994

### The personal data we hold

We process data relating to those within governance roles within school's and academies subscribing to our governor support and clerking service level agreement. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth
- Gender
- Recruitment information, including references and other information included in a covering letter or as part of the application process
- Qualifications, training records and professional memberships
- Meeting Attendance data

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

This includes information about (where applicable):

- Race, ethnicity and political opinions
- Governance roles in other educational establishments

## Why we use this data

The purpose of processing this data is to help our customers run the school/academy in line with governance legislation, including to:

- Facilitate safer recruitment, as part of safeguarding obligations towards pupils
- Inform recruitment and retention policies relating to governance
- Enable ethnicity and disability monitoring
- Improve the management of governance management data across the sector
- To satisfy government regulations in relation to information schools/academies must publish about governance online

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you or your chosen school/academy
- Comply with a legal obligation
- Carry out a task in the public interest

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

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

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.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds, which justify the use of your data by IGS.

## Collecting this information

While the majority of information we collect from you is mandatory, there may be some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## How we store this data

We create and maintain an appointment record for each governor, trustee or member. The information contained in this electronic file is kept secure and is only used for purposes directly relevant to your governance role.

Once your governance role has ended, we will retain this file and delete the information in it in accordance with the [Information and Records Management Society's toolkit for schools](#) or the customer's retention schedule.

## Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Your information will be shared with the school/academy where you serve within your governance role.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about you with:

- The local authority – to meet your school/academy legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Ofsted
- Central and local government
- The appointed school/academy auditors
- Survey and research organisations
- Professional advisers and consultants commissioned by your school/academy
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **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 IGS hold about them.

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

- 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

- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- 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

## 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**:

- Our DPO is Simon Allan and is contactable via email on [simon.allan@inspiremultiacademytrust.co.uk](mailto:simon.allan@inspiremultiacademytrust.co.uk) or telephone on 0191 553 5994.