



The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Privacy Notice for Trust & Academy Governance Roles

The Bishop Konstant Catholic Academy Trust,
St Wilfrid's Catholic High School & Sixth Form College
Featherstone WF7 6BD

Telephone: 01924 802285

Email: admin@bkcat.co.uk **Website:** www.bkcat.co.uk





Privacy Notice for Trust & Academy Governance Roles

The Bishop Konstant Catholic Academy Trust (the Trust) is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect, hold, process and share personal data about individuals who are appointed as a Member, Trustee or Governor in accordance with the General Data Protection Regulation (GDPR). It applies to all governance roles.

The Trust is a 'Data Controller' as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and manner in which, your personal data is processed. We have a responsibility to you and will only collect and use this in ways which are compliant with data protection legislation.

The categories of information that we collect, hold and process include the following:

- Personal information (such as name and address), contacts and characteristics
- Compliance information (such as confirmation of DBS checks and records of business and pecuniary interests)
- Skills and experience (such as occupation and information provided during skills audits)
- Information relating to your appointment
- Participation information (such as attendance at/absence from meetings, minutes and training undertaken with the Trust)
- Register of business/pecuniary/other educational organisation interests
- Academy visitor information system records

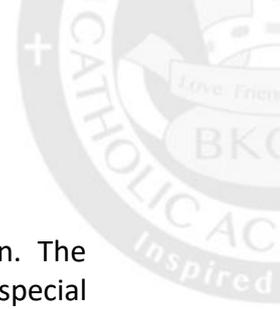
We may also process certain 'special category' data, including;

- Race and/or ethnicity for equality monitoring purposes

Why do we collect personal data?

We require this data to:

- Enable us to communicate with you
- Enable us to determine your eligibility to serve as a Member, Trustee or Governor
- To comply with legislative and statutory requirements relating to the recording and publication of information about our governance arrangements and roles with the DfE under the requirements set out in the Academies Financial Handbook
- To maintain a comprehensive picture of the governance of the Trust and the academies



We only collect and use personal information about you in accordance with legislation. The Trust refers to Article 6 (1) (c) and Article 9 of the GDPR to process your personal and special category data. Most commonly, we process information:

- To determine eligibility to be appointed, in line with legitimate interest to ensure that individuals have the necessary skills and experience to fulfil their governance role effectively
- To meet the statutory duties placed upon us, to fulfil official functions and meet legal requirements to maintain records of meetings and publish information on Trust/Academy websites and on the Department of Education website – Get Information About Schools
- To safeguard pupil/students who we are responsible for educating

Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To ensure that we comply with data protection legislation, we will inform you whether you are required to provide information or if this is optional.

Who do we share your personal data with?

We routinely share your information with:

- The Department for Education (DfE)
- Companies House to register Trustees as Company Directors
- Our appointed auditors and governance training providers
- The wider public via the Trust and individual academy websites and via Companies House and DfE websites

Closed Circuit Television

Some of our academies use Closed Circuit Television (CCTV) cameras for the purpose of monitoring our premises and to support pupil/student behavioural policies. There are visible signs showing that CCTV is in operation and images from the system are securely stored for a limited period of time and can only be accessed for legitimate purposes by authorised persons, designated to do so.

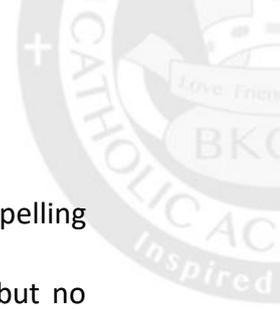
How long do we retain your personal data for?

Your information is retained for a limited period of time and is stored in accordance with the statutory obligations and the Trust Records Management Policy & Procedure.

What rights do you have over your data?

Under GDPR, you have the following rights in relation to the processing of your personal data:

- To ask us for access to information about you that we hold
- To have your personal data rectified, if it is inaccurate or incomplete



- To request the deletion or removal of personal data where there is no compelling reason for its continued use
- To restrict our processing of your personal data (i.e permitting its storage but no further processing)
- To object to direct market (including profiling) and processing for the purposes of research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with in the first instance with the academy as applicable, alternatively please contact:

The Trust Data Protection Officer
St Wilfrid's Catholic High School & Sixth Form College
Cutsyke Road
Featherstone
Telephone: 01924 802285
dpo@bkcat.co.uk

If we cannot resolve your concerns, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> to register your concerns about the way the Trust has handled your personal data.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice, Appendix 1.

Monitoring and Review of this Policy

The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 8253770, whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone, WF7 6BD



Appendix 1 - How Government uses your data

The governance data that we lawfully share with the Department for Education via Get Information About Schools:

- Will increase the transparency of governance arrangements
- Will enable the Trust and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- Allows the DfE to be able to uniquely identify an individual and in a small number of cases, conduct checks to confirm their suitability for this important and influential role

Data collection requirements

To find out more about the requirements placed upon us by the DfE including the data we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some personal data items are not publically available and are encrypted with the GIAS system. Access is restricted to a small number of DfE staff who need to see information in order to fulfil their official duties. The information is for internal purposes only and is not shared beyond the department, unless the law allows it.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the DfE:

- If they are processing your personal data
- For a description of the data they hold about you
- The reasons they are holding it and any recipient it may be disclosed to
- For a copy of your personal data and nay details of its source

If you want the see the personal data held about you by the DfE, you should make a 'Subject Access Request'. Further information on how to do this can be found with the DfE's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>



Appendix 2: Definitions

Term	Definition
Personal data	<p>Any information relating to an identified, or identifiable, individual.</p> <p>This may include the individual's:</p> <ul style="list-style-type: none">• Name (including initials)• Identification number• Location data• Online identifier, such as a username <p>It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.</p>
Special categories of personal data	<p>Personal data which is more sensitive and so needs more protection, including information about an individual's:</p> <ul style="list-style-type: none">• Racial or ethnic origin• Political opinions• Religious or philosophical beliefs• Trade union membership• Genetics• Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes• Health – physical or mental• Sex life or sexual orientation
Processing	<p>Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying.</p> <p>Processing can be automated or manual.</p>
Data subject	<p>The identified or identifiable individual whose personal data is held or processed.</p>
Data controller	<p>A person or organisation that determines the purposes and the means of processing of personal data.</p>
Data processor	<p>A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.</p>
Personal data breach	<p>A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.</p>