SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Policy Name	**Trustee Privacy Notice**
Approved by	FHAC
Date Approved	June 2026
To be Reviewed by	July 2027

Privacy Notice (How we use personal information on Get Information about Schools (GIAS))

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and address)
- governance details (such as role, start and end dates and governor id)

Why we collect and use governance information

The personal data collected is essential, in order for the trust to fulfil their official functions and meet legal requirements.

We collect and use governor information, for the following purposes:

a. To meet the statutory duties placed upon us
b. Enable the development of a comprehensive picture of governance and how it is deployed
c. To enable appropriate checks to be completed
d. Enable individuals to be kept informed of governance training, book training and relevant information
e. To inform relevant authorities/organisations of a member/trustee/governor/clerk appointment
f. To undertake our responsibilities for safeguarding children
g. To communicate with you
h. To comply with the law regarding data sharing

Our Legal Obligations

We must make sure that information we collect and use about trustees is in line with the UK General Data Protection Regulation (GDPR) 2018. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual, we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as:

- Article 6 and Article 9 of the UK GDPR (academies and maintained schools)
- Under section 538 of the Education Act 1996, maintained school governing bodies have a legal duty to provide governance information (maintained schools)
- under the Academies Trust Handbook academy trusts have a legal duty to provide governance information (academies)
- The Constitution of Governing Bodies of Maintained Schools Statutory Guidance, August 2017, stipulates that trustee and associate member information is published on the school

website; (name, term of office, appointed by, any office held [such as chair, vice-chair, safeguarding lead] summary of relevant business interests, and attendance at meetings) (maintained schools)

- under the Companies Act 2006 academy trusts have a legal duty to provide information on members and directors to Chttps://www.gov.uk/education/data-collection-and-censuses-for-schoolsompanies House (academies)

Collecting governance information

We collect personal information via:

Trustee roles data is essential for the trust's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing governance information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, which can be found in section 8 of our records management and retention policy, please visit South West Essex Community Education Trust - Policies

Who we share governance information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- other Trustees on the same board
- Disclosure & Barring Service
- the clerk to the board
- Companies House (academies only)

Why we share trustee information

We do not share information about individuals in trustee roles with anyone without consent unless the law and our policies allow us to do so.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under:

We are required to share information about our governance roles with the Department for Education (DfE) under the requirements set out in the Academy Trust Handbook.

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

The Clerk to the Board

In case of emergency or an Ofsted inspection it is necessary for the school office to hold details of any individuals involved in the governance of the school. The Trust's Single Central Record will record that appropriate checks have been carried out for everyone involved in the governance of the school.

For ease of communication and with your consent contact details may be shared with other trustees on the board.

Disclosure and Barring Service

All trsutees are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks and Section 128 checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

Companies House

Academy trusts are required to tell Companies House within 14 days about changes to the Board including new appointments, resignations and change of details.

Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact *sarrequests@swecet.org*.

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'.
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances.

- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office (ICO) at https://ico.org.uk/concerns/.

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

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting dataprotection@swecet.org.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 8th July 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact: dataprotection@swecet.org.

How Government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authority maintained, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context

- allow the Department for Education (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 on us by the Department for Education (DfE) including the data that we share with them, go to https://www.gov.uk/government/news/national-database-of-governors.

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the Department for Education (DfE), unless the law allows it.

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018 you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a subject access request (SAR). See the guide for details:

https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

Further information on what personal information the Department for Education (DfE) holds about you is published in the privacy notice below:

https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers

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