



Privacy Notice for Governance

How we use Member / Trustee / Governor / governance professional information

TPAT Policy Management

Document history

Review date	Version	Reviewer / owner	Executive approval	Approving body	Meeting date of policy approval
11/2022	1	HGP	11/2022	Trust Board	11/2022
11/2025	2	HGP	11/2025	Trust Board	01/12/2025
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Material changes since last publication

Sections	Changes
1.	Addition of: 'voice recordings, which includes voice, transcript, video, and other relevant formats, and may include opinions expressed in meetings'
2.	'support the accurate production of meeting minutes'
3.	'The lawful basis for recording meetings is public task in order to ensure accurate governance records'
4.	'Voice recording access is restricted to staff responsible for preparing the minutes, and not more widely, unless legally required'
	'Voice recordings are protected against unauthorised use, retained only until minutes are finalised and approved, and then are deleted securely.'

This privacy notice is reviewed every three years. The next review is due by May 2029.

1. The categories of information that we process include:

- personal information (such as name, date of birth, address, email address and telephone number, voice recordings, which includes voice, transcript, video, and other relevant formats, and may include opinions expressed in meetings)
- qualifications, skills, previous and current employment
- governance details (such as role, start and end dates)

2. Why we collect and use this information

We use your data to:

- enable the development of a comprehensive picture of governance and how it is deployed
- support the accurate production of meeting minutes
- enable appropriate checks to be completed
- enable individuals to be kept informed of governance training and relevant information
- meet the statutory duties placed upon us

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

We process this information under public task. The processing is necessary to perform a task in the public interest or for official functions and the task or function has a clear basis in law (Education Act 1944). The lawful basis for recording meetings is public task in order to ensure accurate governance records.

Academy trusts, under the Academy Trust Handbook have a legal duty to provide the information.

3. Collecting the information

We collect personal information via contact forms. Voice recording access is restricted to staff responsible for preparing the minutes, and not more widely, unless legally required.

Governance 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.

4. 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, please visit

www.theparkacademiustrust.com. Voice recordings are protected against unauthorised use, retained only until minutes are finalised and approved, and then are deleted securely.

The school / Trust website must include certain information on Trustees / Governors that have served in the last 12 months (name, category of governor, term of office, appointed by, conflict of interest and attendance).

5. Who we share this information with

We routinely share this information with:

- Our Local Authority (LA) (where applicable), Governor Support
- The Department for Education (DfE) through Get Information about Schools (GIAS)
- National Governance Association (NGA)
- School Office
- Other Members
- Other Trustees
- Other Governors
- Companies House
- Disclosure and Barring Service

6. Why we share governance information

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

LA

We are required to share information about our governance members with our LA due to subscribing to the Governor Support Service.

DfE

We share personal data with the DfE on a statutory basis, through Get Information about Schools (GIAS).

The DfE collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the DfE under the requirements set out in the Academy Trust Handbook.

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

For more information, please see the How government uses your data section.

NGA

In order to access the NGA website and receive weekly email updates it is necessary for the NGA to have email names and email addresses. Home addresses for those Trustees / Governors receiving the hard copy of the NGA magazine will also be supplied.

School Office

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.

Other Members / Trustees / Governors

For ease of communication and if appropriate contact details may be shared with other Members / Trustees / Governors on the same board or in the Trust.

Companies House

In accordance with Sections 167 and 167D of the Companies Act 2006 anyone on the Trust Board of an Academy must be registered with Companies House as they are a Director of the Company.

Disclosure and Barring Service

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

7. Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Data Protection Officer dyert@theparkacademiestrust.com.

You also have the right to:

- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (ie permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific / historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- claim compensation for damages caused by a breach of the Data Protection regulations

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

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

8. 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 the Data Protection Officer dyert@theparkacademiestrust.com.

9. Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, The Park Academies Trust, dyert@theparkacademiestrust.com.

10. How government uses your data

The governance data that we lawfully share with the DfE via GIAS will:

- increase the transparency of governance arrangements
- enable schools / 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
- allow 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

11. Data collection requirements

To find out more about the requirements placed on us by the 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 DfE and education establishment users with a DfE sign-in 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 DfE unless the law allows it.

12. How to find out what personal information the 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 any details of its source

If you want to 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 within the DfE personal information charter:

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

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