



## **Privacy Notice**

This notice explains what personal data (information) we hold about you, how we collect it, how we use it and may share information about you. We are required to give you this information under data protection law.

Preston Primary Academy Trust is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact' below).

## **The personal data we hold about you**

We hold some personal information about you when you are a Director or a Governor for a school in our Trust.

This includes:

- personal identifiers (such as name, address, contact details, gender, date of birth)
- Special Category characteristics (disability)
- governance details (such as role, start and end dates and governance ID)
- details of governance training booked and attended
- if you visit the school during a public health emergency, we may also collect some limited information about you as we are required to by law

This list is not exhaustive. To access the current list of categories of information we process please request to see our data asset audit by contacting the Trust.

## **Why we use this data**

We use this data to help run Trust and its schools including:

- to meet the statutory duties placed upon us
- to communicate with you about relevant Trust or School business
- to procure appropriate training for you to fulfil your role

## **Our legal basis for using this data**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing governance information are:

- *Article 6 (c) Legal obligation*: the processing is necessary for us to comply with the law as set out in the Academy Trust Handbook
- *Article 6 (e) Public Task* - the processing is to enable us to run the Trust
- *Article 9 (g) – Substantial public interest (for special category data)* – e.g. information about disability

All academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

## **Collecting this information**

We collect personal information via annual contact forms.

Governance 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.

## **Data sharing**

For the most part, personal data collected will remain within the Trust and its schools and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

We may routinely share information with:

- the Department for Education (DfE)

We may also share information with other authorised parties, such as local authorities as required

## **Department for Education**

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 system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#)

For more information, please see 'How the DfE uses your data' section (Appendix)

## **International transfers of personal data**

We do not routinely store or share personal data outside of the UK or EU/EEA. If a third-party service stores data outside these areas, we have ensured that safeguards such as standard contractual clauses are in place.

## **How we store this data**

We hold director and governor data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

## **Your rights**

### **How to access personal information we hold about you**

Under data protection legislation, our directors and governors have the right to request access to information about themselves that we hold. To make a request for your personal information, contact the Trust our Data Protection Officer at [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

### **If we do hold information about you, we will:**

- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- explain where we got it from

- tell you who it has been, or will be, shared with

### **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- Access your data
- Correct or delete it
- Restrict or object to its use
- Request electronic transfer
- Complain if your data is misused

### **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- report a concern online at <https://ico.org.uk/concerns/>
- call 0303 123 1113
- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

[dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

Last updated September 2025

## **Appendix**

### **How the Department for Education (DfE) uses your data**

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

- increase the transparency of governance arrangements
- enable academy trusts 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

### **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 (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 DfE unless the law allows it.

### **How to find out what personal information the DfE hold about you**

Under the terms of the [Data Protection Act 2018](#), you're 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'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 DfE, you should make a subject access request (SAR). Further information on how to do this can be found

within 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>

or

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

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