



GUILSBOROUGH MULTI ACADEMY TRUST

PRIVACY NOTICE FOR TRUSTEES, VOLUNTEERS AND TRAINEE TEACHERS

1. Introduction

Guilsborough Multi Academy Trust ("the Trust") is committed to protecting the privacy and security of personal information.

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, individuals have the right to be informed about how their personal data is collected, used, stored and shared.

This Privacy Notice explains how Guilsborough Multi Academy Trust ("the Trust") collects, processes and protects personal information relating to Trustees, Volunteers and Teacher Trainees. The Trust is committed to ensuring that personal information is handled lawfully, fairly and transparently.

For the purposes of data protection legislation, Guilsborough Multi Academy Trust is the Data Controller.

2. Data Protection Officer

The Trust has appointed an independent Data Protection Officer (DPO) service to oversee compliance with data protection legislation and provide advice and support on privacy matters.

GDPR Sentry Ltd

Unit 434 Birch Park
Thorp Arch Estate
Wetherby
West Yorkshire
LS23 7FG

Telephone: 0113 804 2035

Email: support@gdprsentry.com

3. Personal Information We Collect

The Trust may collect, use, store and share personal information including:

- Full name and contact details
- Date of birth
- Emergency contact information
- References
- Qualifications and training records



- Employment and career history
- Disclosure and Barring Service (DBS) information where applicable
- Safeguarding information where required
- Information relating to business, financial and pecuniary interests
- Attendance and participation records
- Correspondence and communications with the Trust
- Records relating to appointments and governance responsibilities

The information collected will depend upon your role and relationship with the Trust.

4. Why We Use Personal Information

The Trust processes personal information relating to Trustees, Volunteers and Teacher Trainees where this is necessary to support the effective governance, safeguarding, administration and operation of the Trust.

This includes using personal information to:

- Recruit, appoint and manage Trustees, Volunteers and Teacher Trainees appropriately
- Carry out identity, suitability, safeguarding and vetting checks where required
- Maintain accurate records of training, attendance, governance roles, declarations and participation
- Support the safe and effective delivery of education, governance and Trust activities
- Manage communications, meetings, training, access arrangements and operational requirements
- Comply with legal, statutory, regulatory, contractual and safeguarding obligations
- Monitor equality, diversity and inclusion and make reasonable adjustments where required
- Protect pupils, staff, visitors, Trust property, systems and information
- Respond to concerns, complaints, investigations, insurance matters or legal claims where necessary

5. Lawful Basis for Processing

The Trust processes personal data to:

- Establish and maintain effective governance arrangements
- Recruit, appoint and manage Trustees, Volunteers and Teacher Trainees
- Fulfil legal and regulatory obligations
- Comply with safeguarding requirements
- Carry out suitability and vetting checks
- Support equality, diversity and inclusion monitoring
- Make reasonable adjustments where required
- Manage health and safety obligations
- Communicate with individuals undertaking duties on behalf of the Trust
- Protect Trust property, systems, staff and pupils
- Manage complaints, investigations and legal claims where necessary



6. Providing Information

The Trust processes personal data under one or more of the lawful bases set out in Article 6 UK GDPR. These include:

Legal obligation: Where processing is necessary to comply with a legal or regulatory requirement.

Public task: Where processing is necessary for the Trust to perform its public functions as an educational organisation.

Legitimate interests: Where processing is necessary for the legitimate interests of the Trust and those interests are not overridden by the rights and freedoms of the individual.

Consent: Where consent is required, the Trust will obtain consent before processing personal data and individuals may withdraw consent at any time.

Vital interests: Where processing is necessary to protect an individual's life or safety.

7. How We Store and Protect Information

Some information must be provided to enable the Trust to fulfil its legal, educational, governance, safeguarding and operational responsibilities.

Where information is required by law, regulation, contract or is necessary for the provision of services, individuals will be informed of the consequences of not providing that information.

Where information is optional, this will be made clear at the point of collection.

8. Retention of Information

The Trust takes appropriate technical and organisational measures to protect personal data from:

- Unauthorised access
- Unlawful processing
- Accidental loss
- Destruction
- Damage
- Alteration or disclosure

Personal information may be stored:

- On secure Trust systems
- Within approved cloud-based systems
- In secure paper records where necessary

Access to personal information is restricted to authorised personnel who require access to perform their duties.



9. Sharing Personal Information

The Trust retains personal information only for as long as necessary to fulfil the purposes for which it was collected and to meet legal, statutory and operational requirements.

Retention periods are determined in accordance with the Trust's Records Retention, Destruction and Archive Policy.

Further information regarding retention periods may be obtained on request.

10. International Transfers

The Trust does not share personal information unless there is a lawful basis for doing so.

Where necessary and lawful, information may be shared with:

- Department for Education (DfE)
- Education and Skills Funding Agency (ESFA)
- Local authorities
- Professional advisers and consultants
- Governance support providers
- Training providers
- Recruitment agencies
- Auditors
- Regulatory bodies
- Police, courts and law enforcement agencies
- Safeguarding partners and agencies

The Trust will only share the minimum personal information necessary and will ensure appropriate confidentiality, contractual and security arrangements are in place.

11. Individual Rights

Where personal data is transferred outside the United Kingdom, the Trust will ensure that appropriate safeguards are in place in accordance with UK GDPR.

Such safeguards may include:

- Countries subject to UK adequacy regulations
- The UK International Data Transfer Agreement (IDTA)
- Other lawful transfer mechanisms recognised under UK GDPR

These safeguards ensure that personal data receives an equivalent level of protection wherever it is processed.



12. Subject Access Requests

The Trust does not routinely make decisions about Trustees, Volunteers or Teacher Trainees solely by automated means.

Should this change, individuals will be informed of their rights and the safeguards that apply under UK GDPR.

13. Complaints

Under UK GDPR, you have the right to:

- Be informed about how your personal data is used
- Request access to your personal data
- Request correction of inaccurate or incomplete information
- Request erasure of personal data in certain circumstances
- Request restriction of processing in certain circumstances
- Object to processing where applicable
- Request the transfer of personal data to another organisation where applicable
- Challenge decisions based solely on automated processing where applicable
- Withdraw consent where processing relies upon consent

The Trust does not routinely make decisions based solely on automated processing. The exercise of some rights may be subject to exemptions or limitations set out in data protection legislation.

14. Contact Details

Individuals have the right to request access to the personal information held about them.

Requests should be submitted to:

Data Protection Lead

Guilsborough Multi Academy Trust

Data Protection Officer

GDPR Sentry Ltd

Email: support@gdprsentry.com

The Trust will respond in accordance with statutory timescales under UK GDPR.

15. Complaints

The Trust takes concerns regarding personal data seriously.

If you have concerns about how your personal information has been collected, used or handled, you should raise the matter with the Trust in the first instance.

You may also contact the Trust's Data Protection Officer:

GDPR Sentry Ltd

Email: support@gdprsentry.com

Telephone: 0113 804 2035



If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

Website: ico.org.uk/make-a-complaint

16. Contact Details

For questions regarding this Privacy Notice or the Trust's handling of personal information, please contact:

Guilsborough Multi Academy Trust

West Haddon Road

Guilsborough

Northamptonshire

or

Data Protection Officer

GDPR Sentry Ltd

Email: support@gdprsentry.com