



Success will inspire future triumphs

**Swift**  
Academies

Croft Road,  
Hurworth-on-Tees,  
Darlington DL2 2JG  
T: 01325 720424 / 721188

E: [enquiries@swiftacademies.org.uk](mailto:enquiries@swiftacademies.org.uk)  
W: [www.swiftacademies.org.uk](http://www.swiftacademies.org.uk)

Chief Executive: Mr D Judson, BEd, NPQH

## Privacy Notice – Governance and other volunteers

### (How we use personal information on get information about schools – (GIAS))

Under data protection law, individuals have a right to be informed about how the school and Multi-Academy Trust (MAT) uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **our School and Trust governance**.

Swift Academies is the Data Controller for the use of personal data in this privacy notice.

**Our data protection officer is Mrs S Jones, Trust Business Manager and is contactable on:**  
[sis@swiftacademies.org.uk](mailto:sis@swiftacademies.org.uk)

**The categories of governance information that we process for GIAS and audit purposes include:**

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address, and postcode)
- governance details (such as role, start and end dates and governor ID)
- Identification documents
- DBS numbers and other safeguarding relevant checks for individuals to carry out their role
- Information about business and pecuniary interests
- Relevant reference information and evidence of qualifications

#### Why we collect and use 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.

**HURWORTH**  
SCHOOL

[www.hurworth.swiftacademies.org.uk](http://www.hurworth.swiftacademies.org.uk)  
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**Longfield**

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Head of School: Mr N Lindsay BA (Hons) NPQH

**The Rydal**  
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We collect and use governance information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) to establish and maintain effective governance
- c) to facilitate safe recruitment
- d) to meet Ofsted requirements, such as maintain the Single Central Record
- e) to undertake equalities monitoring
- f) to ensure appropriate access can be provided for volunteers who require them

Under the UK General Data Protection Regulation (GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are:

- processing is necessary for compliance with a legal obligation to which the controller is subject;

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) and academy trusts, under the [Academies Trust Handbook](#) have a legal duty to provide the governance information as detailed above.

### **Collecting governance information**

We collect personal information via recruitment forms, data collection forms, and business interest declarations. All information is kept securely and used only as outlined above.

Governance data is essential for the school'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 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 and destruction policy. For more information on this policy please see our website.

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## Who we share governance information with

We routinely share this information with:

- Multi-Academy Trust – to allow the business to function, such as sharing information with HR, audit and finance teams
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with it, such as CCTV footage or contact information
- the Department for Education (DfE)

## 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.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings 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 individuals in governance roles with the (DfE) under the requirements set out in the [Academies 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 Government uses your data' section.

## 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 Mrs S Jones, Data Protection Officer: [sjs@swiftacademies.org.uk](mailto:sjs@swiftacademies.org.uk)

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You also have the right to:

- ask us for access to information about you that we hold
- 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 (i.e. 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

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 at <https://ico.org.uk/concerns/> 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.

### **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 Mrs S Jones, Data Protection Officer: [sjs@swiftacademies.org.uk](mailto:sjs@swiftacademies.org.uk)

### **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 24<sup>th</sup> September 2021

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: Mrs S Jones, Data Protection Officer: [sjs@swiftacademies.org.uk](mailto:sjs@swiftacademies.org.uk)

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## 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 maintained schools, academies, 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 department 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 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, 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're entitled to ask the department:

- 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, you should make a subject access request (SAR). Further information on how to do this can be found within the department'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>.

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