

# Privacy Notice

## NCLT Members, Directors and Advisory Group Privacy Notice 2021-22

*The New Collaborative Learning Trust vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.*

### **DATA CONTROLLER AND COLLECTION**

The organisation responsible for looking after your personal data (Data Controller) is the New Collaborative Learning Trust.

### **WHO DOES THIS PRIVACY NOTICE APPLY TO?**

This privacy notice covers personal information relating to anyone involved with New Collaborative Learning Trust in an official governance capacity. This includes members of the Board of Directors, members of the Audit Committee, and members of the Advisory Groups for each college.

### **WHY DO WE COLLECT AND USE DIRECTORS' INFORMATION?**

Much of the information we process is to fulfil our role in performing tasks in the public interest. Directors' information will be used in our Governance Plan for the DfE, in line with our funding agreement. Details of the requirements relating to the funding agreement can be found in the DfE's *Governance Handbook For Academies, Multi-Academy Trusts and Maintained Schools* (March 2019).

We require a skills audit to ensure we have a high standard of effective governance and accountability, in line with DfE recommendations as set out in their publication *A Competency Framework for Governance* (January 2017).

### **CATEGORIES OF INFORMATION**

We collect the following information;

- Name
- Date of birth
- Address
- Email
- Contact phone number
- Employment information (past and current)
- Register of interests information
- Skills audit

We collect Directors' information for the following reasons;

- to assess skill and suitability,
- to allow declarations of any conflicts of interest, and
- to obtain contact information required to fulfil the role.

We ask all Directors to submit a 'pen portrait' of themselves, with a photograph, to feature on our website and other publicly accessed material. We use personal email addresses to contact Directors with important information regarding their role. We use postal addresses for any contact required in a letter format. We ask Directors to complete a Skills Audit.

### **HOW IS THIS INFORMATION COLLECTED?**

Information is collected through the *Skills Audit Register of Interest* form, which can be completed either electronically or through a paper-based form.

### **STORING DIRECTORS' DATA (HOW LONG IS DATA HELD FOR)**

We store all Directors' information electronically, paper copies of information are processed and destroyed confidentially. We retain information for the following lengths of time, in line with sector guidelines:

- |  |                        |
|--|------------------------|
| • Personal Details (Name, DOB, etc.)                 | Relationship + 6 Years |
| • Contact details (Address, email, telephone number) | Relationship + 6 Years |
| • Employment information (past and current)          | Relationship + 6 Years |
| • Register of interests information                  | Relationship + 6 Years |
| • Skills Audit Information                           | Relationship + 6 Years |

### **WHO DO WE SHARE INFORMATION WITH?**

Under the conditions of our funding agreement, we are required to publish information for each individual on our website. This information must include any relevant material business or pecuniary interests that individuals may have, including any governance roles in other educational institutions. It must also include any material interests individuals may have arising from close family relationships between those involved in governance, or between them and senior employees.

As part of our funding agreement, we must also provide information to *Get Information About Schools* (GIAS). The Department for Education becomes the data controller, and holds this information on their Edubase national register of Governors. Not all of the information collected via GIAS is published.

All information is processed in line with data protection legislation. We do not pass information on to third parties for purposes outside of our obligations as set out in our funding agreement.

### **REQUESTING ACCESS TO YOUR PERSONAL DATA**

Under data protection legislation individuals have the right to request access to information about them that we hold. To make a request, please email the Trust's Data Protection Officer [data.protection@nclt.ac.uk](mailto:data.protection@nclt.ac.uk). You also have the right to:

- Rectification of personal data that is incorrect or inaccurate
- Restrict processing, particularly if there are issues with the content of the information we hold or how we have processed your data
- Object to decisions being taken by automated means
- Claim compensation for damages caused by a breach of the Data Protection regulations

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

### **DATA PROTECTION OFFICER**

If you would like to discuss, or require clarification regarding this privacy notice, please contact the NCLT Data Protection Officer. Enquiries can be forwarded to [data.protection@nclt.ac.uk](mailto:data.protection@nclt.ac.uk) or by calling 01977 702139.