



Brighter Futures
Educational Trust

PRIVACY NOTICES MEMBERS / TRUSTEES / GOVERNORS AND VOLUNTEERS POLICY

Policy Number: 43

Review Committee: Finance and Resources

Type of Policy: Statutory

Review Period: Annually

Approved: October 2026

Next Review: October 2027

VERSION CONTROL

V1.1	June 2024	Version control added Names/roles changed
V1.2	October 2025	New layout due to rebrand
V1.3	October 2026	Reviewed against DfE 2026/27 privacy notice guidance, Academy Trust Handbook 2026 and current UK data protection requirements

CONTENTS

1. The Personal Data We Hold
2. Why We Use This Data
3. Our Lawful Basis for Using This Data
4. Collecting This Data
5. How We Store This Data
6. Who We Share Data With
7. Your Rights
8. Complaints
9. Links with Other Policies

1. THE PERSONAL DATA WE HOLD

We process personal data relating to members, trustees, local governors and volunteers. Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- Personal identifiers and contact details, such as name, date of birth, address, email address and telephone number
- Governance details, such as role, date of appointment, term of office, appointing body, attendance and training records
- Recruitment and suitability information, such as references, relevant qualifications and due diligence checks
- Employment and professional details where relevant to the governance or volunteer role
- Information about business, financial and other relevant interests, including relevant interests arising from close family relationships

We may also collect, use, store and share (when appropriate) information that falls within the UK GDPR special categories of personal data. Where relevant, this may include:

- Health information where needed for safety, welfare or reasonable adjustments
- Equality and diversity information, which may include disability, racial or ethnic origin, religious or philosophical beliefs, or other special category information where lawfully collected
- Photographs and CCTV images may also be processed as personal data. They are only special category data where they are processed for a purpose that makes them biometric data used to uniquely identify an individual.

We may also process criminal offence data where this is necessary for safeguarding, suitability and safer recruitment checks, including information arising from Disclosure and Barring Service (DBS) checks.

We may also hold information received from other sources, including the Department for Education (DfE), Get Information about Schools (GIAS), Companies House, other schools or trusts, referees, relevant public bodies and the Disclosure and Barring Service (DBS), where applicable.

2. WHY WE USE THIS DATA

We use the data listed above to:

- Establish and maintain effective governance
- Meet statutory and regulatory obligations for recording, publishing and sharing governance information, including requirements relating to GIAS, Companies House and the Academy Trust Handbook
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils

- Undertake equalities monitoring
- Maintain required registers of interests and publish governance information where required by the Academy Trust Handbook and other applicable law or regulation
- Ensure that appropriate access arrangements can be provided for volunteers who require them
- Communicate with individuals in governance and volunteer roles, administer meetings and training, maintain governance records, manage declarations of interest, and support the effective operation and accountability of the Trust

3. OUR LAWFUL BASIS FOR USING THIS DATA

Our lawful bases for processing your personal data for the purposes listed in section 2 above are as follows:

- Article 6(1)(c) – legal obligation: processing is necessary for compliance with legal obligations that apply to the Trust, including governance, company, charity, safeguarding and education requirements.

Article 6(1)(e) – public task: processing is necessary for the performance of tasks carried out in the public interest or in the exercise of official authority vested in the Trust, with a clear basis in law.

The legal and regulatory framework relevant to governance processing includes, as applicable, the Companies Act 2006, Charities Act 2011, Education Act 1996, the Trust's articles of association and funding agreement, the Academy Trust Handbook, DfE governance requirements and safeguarding legislation/guidance.

- Article 6(1)(a) – consent: used only where consent is appropriate and the individual has a genuine choice, for example for specified optional uses of information.
- Article 6(1)(d) – vital interests: used where processing is necessary to protect someone's life.
- Where a contract applies to a particular service or arrangement, Article 6(1)(b) may also apply where processing is necessary to perform that contract or take steps at the individual's request before entering into it.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

3.1 Our basis for using special category data

For special category data, we will identify both an Article 6 lawful basis and an Article 9 condition. Depending on the purpose, the conditions we may rely on include:

- Article 9(2)(a) – explicit consent, where appropriate

- Article 9(2)(b) – employment, social security and social protection law, where applicable and authorised by law
- Protecting an individual's vital interests where the individual is physically or legally incapable of giving consent
- Information manifestly made public by the individual
- Article 9(2)(f) – establishment, exercise or defence of legal claims
- Substantial public interest purposes provided for in Schedule 1 of the Data Protection Act 2018, including safeguarding and preventing fraud or dishonesty where applicable
- Article 9(2)(h) – health or social care purposes, where applicable and subject to the required safeguards
- Article 9(2)(i) – public health, where applicable and subject to the required safeguards
- Article 9(2)(j) – archiving, research or statistical purposes in the public interest, where applicable and subject to the required safeguards

For criminal offence data, we will identify an Article 6 lawful basis and ensure that the processing is authorised by law, including a relevant condition in Schedule 1 of the Data Protection Act 2018 where required. We will maintain an Appropriate Policy Document where the legislation requires one. Relevant conditions may include:

- Employment, social security and social protection purposes, where authorised by law
- Protecting an individual's vital interests where the individual is physically or legally incapable of giving consent
- Information manifestly made public by the individual
- Legal proceedings, obtaining legal advice, or the establishment, exercise or defence of legal rights
- Substantial public interest purposes provided for in Schedule 1 of the Data Protection Act 2018, including safeguarding and preventing fraud or dishonesty where applicable

4. COLLECTING DATA

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Where information is required to meet a statutory, regulatory or contractual requirement, we will explain this at the point of collection. Failure to provide required information may mean that we cannot appoint you to, or allow you to continue in, a particular governance or volunteer role, or that we cannot meet a legal requirement.

Most of the data we hold about you will come from you. We may also obtain personal data from publicly available sources and from:

- Local authorities
- Government departments or agencies, including the Department for Education (for example through GIAS) and Companies House where applicable
- Companies House and other publicly available registers
- Referees, previous employers or other organisations that provide information relevant to your appointment or role
- Disclosure and Barring Service, where a DBS check is required
- Police forces, courts or tribunals, where lawful and relevant

5. HOW WE STORE THIS DATA

We keep personal information for no longer than is necessary for the purpose for which it was collected, taking account of legal, regulatory, safeguarding, governance and operational requirements. Specific retention periods are set out in the Trust's records retention schedule. Governance records that must be retained under company law, charity law, the Trust's articles, funding agreement or other legal requirements will be kept for the applicable period.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

6. WHO WE SHARE DATA WITH

We only share personal information where there is a lawful basis to do so. Consent is not required where another lawful basis permits or requires the sharing.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority, Hertfordshire County Council - to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies, including the Department for Education (for example through GIAS) and Companies House where applicable
- Regulators and public bodies, including Ofsted where relevant
- Suppliers and service providers:
 - Browne Jacobson (HR Services)
 - Governor Hub
 - NGA - National Governance Association
 - HFL - Herts for Learning

- National Education College
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals, where lawful and relevant

6.1 Transferring data internationally

Some of our suppliers or service providers may process personal data outside the UK. Where this occurs, we will ensure that the transfer complies with UK data protection law.

- We will use an applicable UK adequacy regulation or other lawful transfer safeguard, such as the UK International Data Transfer Agreement/Addendum, where required.

Where we transfer personal data internationally, we will tell you about the relevant transfer mechanism and safeguards where required.

You can contact us for information about, or a copy of, the safeguards used for an international transfer (subject to any lawful restrictions).

We do not currently make decisions about members, trustees, governors or volunteers based solely on automated processing that produce legal or similarly significant effects. If this changes, we will provide the information required by data protection law.

7. YOUR RIGHTS

7.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with

- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please use the Trust contact details in section 8 below.

7.2 Your other rights regarding your data

Under UK data protection law, your rights depend on the lawful basis and circumstances of the processing. Where applicable, these include the right to:

- Object to processing in certain circumstances, including processing carried out under the public task basis; the right to object will be brought to your attention where it applies
- Object at any time to the use of your personal data for direct marketing
- Not be subject to certain decisions based solely on automated processing, including profiling, and to challenge qualifying automated decisions where the law provides this right
- Have inaccurate personal data corrected and incomplete personal data completed
- Have personal data erased or its processing restricted in certain circumstances
- Withdraw consent at any time where consent is the lawful basis for processing, without affecting the lawfulness of processing before withdrawal
- Receive your personal data in a portable format in certain circumstances where the right to data portability applies
- Make a complaint to the Information Commissioner's Office
- Seek a judicial remedy and, where the legal conditions are met, compensation for damage caused by an infringement of data protection law

To exercise any of these rights, please use the Trust contact details in section 8 below.

8. COMPLAINTS

We take complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint / contact us to the Information Commissioner's

The Trust is the data controller for the personal data described in this notice. You can contact the Trust, including for data protection enquiries and to contact our Data Protection Officer,

at: Larwood School, Larwood Drive, Stevenage, SG1 5BZ; telephone 01438 236333; email admin@bfetrust.org.uk

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

You can also complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection:

- Report a concern online using the ICO's complaints service at ico.org.uk/make-a-complaint/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

9. LINKS WITH OTHER POLICIES

- Data Protection Policy
- Cyber Security Policy
- Other relevant Trust privacy notices and safeguarding / safer recruitment