

January 2026

Next Review date: January 2028

Privacy Notice

Trustees and Governors

This policy applies to all academies managed by Wootton Academy Trust (WAT).



**Wootton
Academy Trust**

Person responsible: Chief Finance and Operating Officer

Reviewed by: Executive Headteacher

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Overview

Under UK data protection law individuals have a right to be informed about how the Trust 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, hold, process and share personal data about individuals who are appointed as a Member, Trustee, or School Governor. This Notice may be subject to change.

We, Wootton Academy Trust, are the 'data controller' as defined by Article 4 (7) of General Data Protection Regulations (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

Data Protection Officer

Our Data Protection Officer is Mr M Mięszkowski, Chief Finance and Operating Office for the Trust. Please see contact details below. The categories of information that we collect, hold, process, and share include the following:

- Personal information (such as name, marital status, date of birth, address, telephone number, email address)
- Compliance information (such as right to work in the UK, section 128 checks, confirmation of DBS checks and records of business and pecuniary interests)
- Skills and experience (such as occupation, information provided during skills audits)
- Personal information relating to your particular role (such as for Parent School Governors)
- Information relating to the history of your appointment
- Participation information (such as attendance at/absence from meetings, minutes, training undertaken with the Trust)
- Register of business/pecuniary/other educational organisation interests
- School visitor information system records
- Race and/or ethnicity may be collected for equality monitoring purposes

Why do we use your personal data?

We use this data to:

- enable us to communicate with you
- enable us to determine your eligibility to serve as a Member, Trustee, or School Governor
- to comply with legislative and statutory requirements relating to the recording and publication of information about our governance arrangements
- to maintain a comprehensive picture of our governance to inform Member, Trustee and School Governor, recruitment and development policies

We only collect and use personal information about you when the law allows us to. The Trust relies on Article 6(1)(c) and Article 9(2)(b) of the GDPR to process your personal and special category data. Most commonly, we process it to:

- allow us to determine your eligibility to be appointed as a Member, Trustee, or School governor
- comply with our legal obligation to maintain records of meetings and publish information about our Members, Trustees, and School Governors on our websites and on the Department for Education website – Get Information About Schools
- process in line with our legitimate interest to ensure that appointed individuals have the necessary skills and experience to fulfil their governance role effectively.

- safeguard pupils/students who we are responsible for educating

How do we obtain your information?

Much of the information we process will be obtained directly from your application, however, we may need to collect additional information about you from, but not necessarily limited to the following organisations:

- The Disclosure and Barring Service

Who do we share your personal data with?

We routinely share your information with:

- The Department for Education (DfE)
- Companies House to register Trustees as Company Directors
- Our appointed auditors and governance training providers
- The wider public via our Trust and school websites and via the Companies House and DfE websites

CCTV

Some of our schools use Closed Circuit Television (CCTV) cameras for the purposes of monitoring our premises and to support any pupil/student behavioural policies. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

How long do we keep your personal data?

Your information is stored in line with the Wootton Academy Trust Records Management Policy and Procedures. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs. We have put in place appropriate security measures to prevent your personal information 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.

What rights do you have over your data? Under data protection legislation, you have the right to request access to information about you that we hold. This is referred to as a 'Subject Access Request'. To make a request for your personal information email: dpo@wootton.beds.sch.uk.

You also have the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

Complaints

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. To make a complaint, please follow our complaints procedure. Alternatively, you can make a complaint to the Information

Commissioner's Office:

- Report a concern online at <https://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

Contact Us

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

- Mr M Mieczkowski, Data Protection Officer, Wootton Academy Trust, Hall End Road, Wootton, Bedford MK43 9HT
- Email: dpo@wootton.beds.sch.uk

This notice is based on the Department for Education's model privacy notice for pupils/students, amended for Trustees/Governors and to reflect the way we use data in this Trust.