Privacy Notice for our Members, Trustees and Governors

This statement sets out how and why we use and protect your personal data, as well as your rights in relation to how we use your data. Our Data Protection and Breach Management Policy sets this out in more detail.

Who we are	WE are the Learning in Harmony Trust Multi Academy Trust, which will be referred to as 'the Trust' in this document. The Trust is the organisation which is in charge of the safety and security of the personal information that the school or Trust holds about you. This means the Academy Trust is called the Data Controller.
Contact details	**Mail:** **Learning in Harmony Trust,** Hartley Primary School Hartley Avenue London E6 1NT The **Data Protection Officer** is responsible for overseeing data protection within the School so if you do have any questions in this regard, please do contact them on the information below: - Data Protection Officer: Bulletproof Cyber Limited Address: Unit H Gateway 1000, Whittle Way, Stevenage, SG1 2FP Email: dposupport@bulletproof.co.uk
Categories of information that we collect, hold and share	**Personal information**: Full name, date of birth, name, address, telephone number, DBS number **Functional information:** such as start date, end date, and record of attendance at meetings **Qualifications & Declarations**: declaration of eligibility to act, declaration of pecuniary interests
Sources of personal data	• Application forms • Declaration of eligibility • Declaration of interests form • Digital images • CCTV
Why and how we use your information	Holding information about the governance structure is vital for the operation of the individual schools and the wider trust. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the principles of data protection and uphold your rights, 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. We use this personal data to: • comply with the requirements placed upon us by statute • process your application to join the governance structure • ensure that we can communicate with you effectively regarding the trust and the schools

	• For security and safety purposes - Images of our governors members will be captured on our CCTV system which monitors public areas including the main entrance used by visitors, and some internal areas of our schools.
When we give your information to others	We routinely share this information with: • the Department for Education (DfE) • Companies House • Publicly via our Trust and School websites We do not share information about our governance members with anyone without consent unless the law and our policies allow us to do so. **Department for Education - all governance members** We are required to share information about our governance members with the Department for Education, via the Get information about schools system. **Companies House - Trustees and Members only** We are required by Company Law to share information about our Members and Trustees with Companies House via the secure online Webfile system **Publicly via our Trust and School websites** We are required to publish on our websites the names of those people in our governance structure, their term of office, their declarations of pecuniary interests and their attendance record.
Legal basis for using your personal data	Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are: • for the purposes of complying with the Academies Financial Handbook in accordance with the legal basis of compliance with an obligation to which we are subject to by way of a contract (Master funding Agreement) with the Department for Education. • for the purposes of complying with Company Law requirements to disclose the details of Trustees and Members to the Companies Registrar • for the purposes of communication we rely on legitimate interests.
Your right to withdraw consent	Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it
Location of your personal data	We store your information in a secure folder on the Google Drive which is accessible to authorised users on a case by case basis.

	CCTV images do not leave School premises and are never shared with any third party, with the potential exception of law enforcement agencies in the event of a security breach. Images are kept for no longer than 30 days We do not normally transfer your information to a different country which is outside the European Economic Area. We ensure that all servers and cloud based servers are located within the European Economic Area.
How long we will keep your personal data for	We normally keep your personal data for the duration of your appointment with the trust plus 12 months. We have a policy which explains how long we keep information. It is called a Records Retention Policy and you can find it on our website.
Your rights in respect of your personal data	You have these rights under the law relating to data protection: ● You can ask us for a copy of the information we have about you (Subject Access Request) ● You can ask us to correct any information we have about you if you think it is wrong ● You can ask us to erase information about you (although we may have good reasons why we cannot do this) ● You can ask us to limit what we are doing with your information ● You can object to what we are doing with your information ● You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.
Complaints	If you have any concerns or complaints about how we are handling your data please do not hesitate to contact our Data Protection Officer at the address given above. If you are unhappy with how we have handled you compliant you can also contact the Information Commissioner's Office: Information Commissioner's Office 4th Floor, No.3 Circle Square 5 Hawkshaw Street Manchester M1 7BL Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.
Further information	There is more information in our Data Protection and Breach Management Policy, Retention Policy and our Use of Images Policy which can be found on our website.