

Trustee Privacy Notice

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Ambition, learning, and enrichment for all

1. Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal information that we hold about them.

This privacy notice has been written to inform current, former and prospective Trustees and Members of Yorkshire Causeway Schools Trust (the Trust) about how and why we process their personal data.

The Trust is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this Privacy Notice.

The Trust is the 'data controller' as defined by Article 4(7) of the UK GDPR. This means 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 it in ways which are compliant with data protection legislation.

Our Data Protection Officer (DPO) is Laura Claringbold (see Contact section at the end of this notice).

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about Trustees and Members includes, but is not restricted to:

- Personal information (such as name, title, address, telephone number, email address and date of birth)
- Governance information (such as appointment dates, terms of office, attendance records, declarations of business interests, skills audits and governance training records)
- Identification and verification information required by financial institutions, payment service providers, banking organisations, investment providers or regulatory bodies
- Information required for Companies House, the Charity Commission, Get Information About Schools (GIAS) and other statutory registers
- Correspondence and records relating to governance activities
- Disclosure and Barring Service (DBS) information where applicable
- Records of declarations of interests and related party transactions
- Photographs and images used for Trust governance purposes
- Records of use of Trust systems, email accounts and governance platforms

We may also hold information received from external organisations, including Companies House, the Charity Commission, the Department for Education, governors' services providers and professional advisers.

3. Why we collect and use this information

We use the information we collect and hold to:

- Enable effective governance and strategic leadership of the Trust
- Maintain accurate governance records
- Meet legal and regulatory obligations
- Comply with company, charity and education legislation
- Manage trustee appointments, terms of office and governance processes
- Maintain statutory registers and records
- Conduct skills audits and governance development activities
- Verify identities where required
- Establish, administer and operate Trust banking, investment, financial and payment service arrangements
- Comply with anti-money laundering, fraud prevention and know-your-customer requirements
- Obtain professional advice and support for governance functions
- Protect Trust assets and prevent fraud
- Enable communication between the Trust, its schools and trustees
- Defend or pursue legal claims where necessary

4. The lawful basis on which we process this data

We only collect and use personal data when the law allows us to.

Most commonly, we process trustee information under:

- Article 6(1)(c) UK GDPR – Legal Obligation
- Article 6(1)(e) UK GDPR – Public Task
- Article 6(1)(f) UK GDPR – Legitimate Interests

Our legitimate interests include maintaining effective governance arrangements, protecting Trust assets, ensuring regulatory compliance and establishing or operating financial and payment services required for Trust business.

Where special category personal data is processed, this will be undertaken only where an additional condition under Article 9 UK GDPR applies.

Less commonly, we may process personal data on the basis of consent. Where consent is relied upon, it may be withdrawn at any time. We will make this clear when requesting consent.

Some of the reasons listed above for collecting and using personal data overlap and there may be several grounds which justify our use of this data.

5. Collecting information

Most of the information we collect is provided directly by Trustees and Members.

Information may also be obtained from:

- Companies House
- The Charity Commission

- The Department for Education
- Schools within the Trust
- Professional advisers
- Regulatory bodies
- Other publicly available sources

Where information is required as part of a legal or regulatory requirement, failure to provide it may affect the Trust's ability to meet its obligations or establish services with third-party providers.

We do not currently undertake automated decision-making or profiling in relation to trustee personal data.

6. Storing data

We hold personal information about Trustees and Members for as long as is necessary to fulfil the purposes for which it was collected and to comply with legal, regulatory and operational requirements.

In many cases, governance records will be retained after an individual ceases to be a Trustee or Member in accordance with the Trust's Records Management Policy and Retention Schedule.

Copies of these documents are available on request.

7. Who we share information with

We do not share trustee information with third parties unless we have a lawful basis to do so.

Where it is legally required, contractually necessary, or otherwise permitted by data protection legislation, we may share personal information with:

- The Department for Education
- Companies House
- The Charity Commission
- Education and academy regulators
- Auditors
- Professional advisers, including legal advisers
- Insurers
- Banks and financial institutions
- Investment managers and investment platforms
- Payment service providers and merchant service providers
- Identity verification, anti-money laundering and fraud prevention providers
- Suppliers and service providers acting on behalf of the Trust
- Police forces, courts, tribunals and law enforcement agencies
- Government departments and regulatory authorities

Where appropriate, third-party providers are subject to contractual obligations and data protection assurances to ensure that personal information is processed securely and only for authorised purposes.

8. Why we share Trustee information

We share trustee information to:

- Comply with legal and regulatory requirements
- Maintain statutory registers and filings
- Verify trustee identities
- Meet banking, investment and payment provider due diligence requirements
- Comply with anti-money laundering and fraud prevention obligations
- Facilitate the establishment and operation of Trust accounts and services
- Obtain professional advice
- Protect Trust funds, assets and interests
- Support effective governance and administration

Information will only be shared where it is lawful, proportionate and necessary to do so.

9. Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area (or the UK post-Brexit), we will do so strictly in accordance with data protection law.

10. Your rights

Individuals have the right to:

- Be informed about how their personal data is used
- Request access to the personal data we hold about them
- Request correction of inaccurate personal data
- Request deletion of personal data in certain circumstances
- Restrict processing in certain circumstances
- Object to processing in certain circumstances
- Request transfer of their data to another organisation where applicable
- Challenge decisions made solely by automated means

To exercise any of these rights, please contact the Trust.

11. 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 concern about our data processing, please raise this with us in the first instance.

To make a complaint, please refer to the Trust Complaints Policy available on the Trust and school website.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- report a concern online at <https://ico.org.uk/concerns/>
- call 0303 123 1113
- write to: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

12. Contact

If you would like to discuss anything in this privacy notice, in the first instance please contact the Headteacher or School Business Manager.

The Data Protection Officer for Yorkshire Causeway Schools Trust is:

Laura Claringbold

C/O St. Aidan's Church of England High School, Oatlands Drive, Harrogate HG2 8JR

Email: DPO@yorkshirecauseway.co.uk