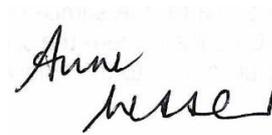


**Privacy Notice: Directors, LAC  
Governors & Other Volunteers**

**INSPIRING BELIEF**  
**in God and one another**



**ST RICHARD'S**  
**SCHOOL**

<b>DATE APPROVED BY THE LAT</b>	July 2020
<b>DATE APPROVED BY THE LAC</b>	October 2020
<b>REVIEW DATE</b>	July 2021
<b>Signed Headteacher</b>	
<b>Signed Chair of LAC</b>	

## **Vision Statement**

Our schools aspire to provide 'excellence and equity in a Christian context', where every child is valued as a unique individual treasured by a loving God. 'I have inscribed you on the palms of my hands.' Isaiah 49.v16.

Our aim is that every child will have the opportunity to flourish and develop into a rounded adult who can live life to the full. 'I have come that they may have life and may have it in all its fullness'. John 10.v10.

Our schools are places where all are welcome and where we practise kindness and hospitality on a daily basis.

Our vision and our values are clearly displayed and while it is not a requirement that a child and their family have to be practising Christians we do expect all parts of the community, children, staff, parents and carers to support the values that we hold dear.

In our school, we demonstrate how we support this vision through our values, which are Friendship, Endurance, Trust and Hope and summarised in the school's own vision statement: Inspiring belief in God and in one another.

The vision of St Richard's CE Primary School is for a thriving and outstanding school where children and adults, working with the local community, have the opportunity to become the best they can be.

Inspiring belief...

- in ourselves – through progression and fulfilment
  - in each other – through motivation and teamwork
  - in the children – through showing them their potential
  - in the parents – through building trust by results
  - in God to all – through our whole lives
- 
- We believe in looking out for everyone  
We put safety first and we do all we can to ensure that all needs are met.
  - We believe in working together  
We act like a family who support and motivate one another.
  - We believe in aiming for the best  
We do all we can to ensure the highest quality in every area – our children deserve nothing less.
  - We believe in looking to the future  
We are positive and seek opportunities to grow and improve, overcoming obstacles to achieve our goals.

We live out our values and vision through our key policies e.g. The LAT Behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in 'all its fullness', so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school's policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are 'inscribed on the palms of His hands'.

LAT HR policies are common in all schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.

## **Privacy Notice**

### **Directors, Local Academy Committee Governors & other volunteers**

Under the data protection law, you have the right to be informed about how the LDBS Academies Trust and the LDBS Academies Trust 2 (herein collectively referred to as 'the Trust') uses any personal data it holds about you. The Trust must comply with this right by providing 'privacy notices' to you.

If this notice or any associated information is unclear or incorrect please contact the Trust's Company Secretary (at 020 7932 1177 or [ammar.ahmed@london.anglican.org](mailto:ammar.ahmed@london.anglican.org)) or the Trust's Data Protection Officer ('DPO') to seek clarification and / or provide amendments. The Trust has appointed Grow Partners Ltd as its DPO, the **responsible contact** is David Coy (contactable on [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org), [07903 506531](tel:07903506531)).

This privacy notice explains how the Trust collects, stores and uses the personal data about individuals working with the Trust and its schools in a voluntary capacity, including the Trust's directors and its Local Academy Committee ('LAC') governors.

The Trust and its schools are the 'data controller' for the purposes of data protection law

### **The personal data held by the Trust**

The categories of data the Trust collects, holds and shares in relation to you may include but is not limited to:

- Personal Information; name, date of birth, national insurance number, copy of photographic ID.
- Contact details and preferences; telephone number, email address, postal address. Protected characteristics such including information about your ethnic origin, sexual orientation, disabilities and religion or belief. Where this has been provided.
- Academic / professional qualification details.
- Bank account details (for the purposes of reimbursement of expenses, etc.).
- Information about your criminal record.
- Details of your appointment, including the name of your appointing body, the date of appointment, and the start and expiry of your term in office.
- Any relevant training courses you may have attended during your tenure as a director and / or as a LAC governor.
- Details regarding any visits you may have made to the Trust or its schools; and
- Information about your business and pecuniary interests.
- Photographs; for internal safeguarding and security purposes. School newsletters, media and promotional purposes.
- Closed Circuit Television ('CCTV') images captured in school.
- Live streaming videos and recordings where applicable.

The Trust may also hold personal data about you obtained from third parties – such as information supplied by the appointing body or from the Disclosure and Barring Service – in order to comply with legal obligations and statutory guidance.

A full breakdown of the information we collect on the school workforce can be found in the record of data processing which can be requested from Paulette Wynter, the School Business Manager ([office@strichards.hounslow.sch.uk](mailto:office@strichards.hounslow.sch.uk)).

## **Why the Trust uses this data**

The Trust uses this data to help it run itself and its schools efficiently, including but not limited to:

- Establishing and maintaining effective governance;
- Enable you to serve and develop as a Governor.
- Ensure the Trust complies with its Articles of Association.
- Meet statutory and legal obligations for publishing and sharing your details;
- Facilitate safe recruitment, as part of the Trust's safeguarding obligations towards pupils;
- Respond to any staffing issues
- Improve the management of workforce data across the sector
- Undertake equalities monitoring; and
- Ensure that appropriate access arrangements can be provided for volunteers who require them.
- Enable remote working procedures

## **The Trust's lawful basis for using this data**

The Trust and its school's lawful basis for collecting and processing personal data is defined under Article 6 of the GDPR (also included in the Data Protection Act 2018), and the following sub-paragraphs apply:

- Data subject gives consent for one or more specific purposes.
- Processing is necessary to comply with the legal obligations of the controller.
- Processing is necessary to protect the vital interests of the data subject.
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).
- Processing is necessary for your legitimate interests or the legitimate interests of a third party.

The Trust and its schools lawful basis for collecting and processing your information is also further defined under Article 9 of the GDPR (also included in the Data Protection Act 2018), in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs apply:

- The data subject has given explicit consent.
- It is necessary to fulfil the obligations of controller or of data subject.
- It is necessary to protect the vital interests of the data subject.
- Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions).
- Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment.

Where you have provided the Trust with consent to use your data, you may withdraw this consent at any time. The Trust will make this clear when requesting your consent and explain how you may withdraw it if you wish to do so.

## **Collecting this information**

Whilst the majority of the information you provide to the Trust is mandatory, some of it may be provided to the Trust on a voluntary basis.

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

## **Storage of data**

The Trust will collect, store and process data for its directors, the LAC governors and any other volunteers. The data will be kept secure and only used for the purposes directly relevant to your work with the Trust and / or its schools.

When your relationship with the Trust has ended, the Trust will retain this data and delete the information in it in accordance with our retention policy.

Which can be requested from Paulette Wynter, the School Business Manager ([office@strichards.hounslow.sch.uk](mailto:office@strichards.hounslow.sch.uk)).

The Trust has data protection policies and procedures in place, including strong organisation and technical measures, which are regularly reviewed. Further information regarding the Trust's policies and procedures can be found on the Trust's website.

## **Data sharing**

The Trust share your data with appropriate third parties, including but not limited to:

- The Department for Education ('DfE') and the Education & Skills Funding Agency ('ESFA') to meet our legal obligations to share certain information with it;
- The London Diocesan Board for Schools ('LDBS');
- Office for Standards in Education, Children's Services and Skills ('Ofsted');
- The Trust's auditors;
- The Trust's professional advisors and consultants;
- Suppliers and service providers – to enable them to provide the service we have contracted them for e.g. HR, payroll, employee benefit schemes, IT systems.
- Government agencies; and
- Police Forces, Courts and Tribunals.

In the event where the Trust transfers your personal information to a country or territory outside the European Economic Area, the Trust will do so in accordance with data protection law.

## Department for Education

We share personal data with the DfE on a statutory basis. Under s.538 of the Education Act 1996, and the Academies Financial Handbook, the Secretary of State requires boards to provide certain details they hold about people involved in governance, as volunteered by individuals, and the information kept up to date.

### Data collection requirements:

The DfE collects and processes personal data relating to those governing schools (including Single and Multi-Academy Trusts and all schools are required to ensure they keep their governors details up to date under s.538 of the Education Act 1996, and the Academies Financial Handbook.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, please visit the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the DfE please visit: <https://www.gov.uk/contact-dfe>

## Your rights

### How to access the personal information the Trust holds about you

Under data protection law, you have the right to request access to information that the Trust or its schools holds about you through a 'subject access request'.

If you make a subject access request, and if the Trust holds information about you, the Trust will:

- Give you a description of it;
- Tell you why it is holding and processing it, and how long it will keep it for;
- Explain where it 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; and
- Give you a copy of the information in an intelligible form.

Under data protection law, individuals have certain rights regarding how your personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress;
- For your personal information to be transmitted electronically to another organisation in certain circumstances;
- Prevent your data being used to send direct marketing;
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person);
- In certain circumstances, have personal data corrected, deleted or destroyed, or it's processing restricted; and / or

- Claim compensation for damages caused by a breach of the data protection regulations.

The Trust reserves the right to verify the requesters identification by asking for Photo ID, if this proves insufficient then further ID may be required.

If you would like to make a request, please contact:

Paulette Wynter, the School Business Manager

[office@strichards.hounslow.sch.uk](mailto:office@strichards.hounslow.sch.uk)

020 8898 0848

St Richard's CE Primary School

Forge Lane, Hanworth, TW13 6UN

## **Data Protection Breaches**

If you suspect that yours or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage. Then we ask that you please contact Paulette Wynter, the School Business Manager at St Richard's CE Primary School and advise us without undue delay.

## **Complaints**

The Trust takes any complaints about its collection and use of personal information very seriously.

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

To make a complaint, please contact the Trust's DPO.

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
- 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 the Trust's DPO:

Grow Education Partners Limited

London Diocesan House

36 Causton Street

London

SW1P 4AU

**Contact point:** David Coy  
Telephone: 079 0350 6531  
Email: [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org)