DDAT

Derby Diocesan Academy Trust

Privacy Notice LTC Members Trustees and Volunteers

May 2026

Approved by Trust Board on: 10th July 2026

Review date: May 2027

LTC reviewed: September 2026

Contents

1. Privacy Notice (How we use information) 4
2. The categories of LTC members' information that we process include....4
3. Why we collect and use LTC members' information....5
3.1 Marketing Purposes....5
3.2 Automated decision making & profiling....5
4. How we collect LTC members' information....6
5. How, where and for how long we store LTC members' information....6
6. Who we share LTC members' information with....6
7. Why we share LTC members' information....7
8. Local Authority....7
9. Department for Education....7
9.1. Sharing by the Department....8
9.2. Companies House....8
9.3. How to find out what personal information DfE hold about you....9
10. Freedom of Information Act 2000 and Environmental Information Regulations 2004....9
11. Requesting access to your personal data....9
12. Contact....10
13. Last updated....11

1. Privacy Notice (How we use information)

The School/Trust collect, hold, use and share information about our workforce. This is known as "personal data" and you have rights around that data, including knowing how and why we are processing the data.

"Processing" data means from collecting, storing, using, sharing and disposing of it. We collect, hold and share personal information on the School LTC members and Trustees.

For the purposes of Data Protection legislation Derby Diocesan Academy Trust (DDAT) is a data controller and is registered as such with the Information Commissioner's Office.

2. The categories of LTC members' information that we process include

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and photograph)
- characteristics such as ethnicity, language, religion and identity*
- equalities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief*
- governance details (such as role, start and end dates and LTC member ID)
- information about medical or health conditions, that we need to know about, including whether you have a disability for which the school/trust needs to make reasonable adjustments*
- next of Kin and emergency contact details
- Related parties'/close family members' interests where required by the Academies Accounts Direction from the Department for Education
- checks made regarding online presence including social media searches
- use of school/trust devices and networks as part of our safeguarding procedures
- information about any criminal convictions, offences, cautions and prohibitions. This information may have come from other organisations including former employers, Teacher Regulation Agency, social services and the Disclosure & Barring Service.*

Items marked with an asterisk * are particularly sensitive, and so are known as special category or criminal offence data. This includes data that the Department for Education advises we treat as special category.

Some of the legal conditions for processing special category and criminal offence data require us to have an Appropriate Policy Document ('APD') in place, setting out and explaining our procedures for securing compliance with the data protection principles and to have policies regarding the retention and erasure of such personal data. This document is our Special Category Data Policy Document and should be read alongside this Privacy Notice.

3. Why we collect and use LTC members' information.

The personal data collected is essential, in order for the school/trust to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

a) to meet the statutory duties placed upon us
b) facilitate safer recruitment (e.g. by carrying out criminal records checks)
c) to help us to deliver our responsibilities to our school/trust community
d) to communicate with our Governing body
e) to inform the school/trust community of the identity of the individuals who comprise the Governing body
f) photographic images for identification purposes (safeguarding and identifying LTC members to our parents and pupils), and celebration purposes (to record school/trust events)

Under the General Data Protection Regulation (UK GDPR), the legal basis we rely on for processing personal information for general purposes are:

• Article 6(a) – Your consent (for any processing which does not fall into the other bases explained below

- Article 6(c) - Compliance and with our legal obligations^
- Article 6(d) - Being necessary for us to protect your, or someone else's, Vital Interests (potentially lifesaving)
- Article 6(e) – Carrying out tasks in the Public Interest.
- The Academy Trust Handbook and the Academies Accounts Direction from the Department for Education

^All maintained school governing bodies, under section 538 of the Education Act 1996 and academy trusts, under Academy Trust Handbook have a legal duty to provide the information as detailed above.

^Keeping Children Safe in Education (statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002 etc).

The ways we collect and use *sensitive* LTC member/trustee information are lawful based on Articles 9 and 10 of UK GDPR. Please see our Special Category Data Policy document for full details of these lawful bases for processing this data.

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

3.1 Marketing Purposes

Where you have given us consent to do so, we may send you marketing information by text message or email promoting school/trust events, campaigns and or charities. You can withdraw this consent at any time by contacting us (see the Contacts section).

3.2 Automated decision making & profiling

We do not currently process any personal data through automated decision making or profiling. Should this change in the future, privacy notices should be updated to explain both the processing and your right to object to it.

We may use our authorised artificial intelligence (AI) tools to help us review and analyse written information that individuals provide to us. This may include identifying themes, patterns or areas of interest within the responses we receive. The AI does not make decisions about individuals, and any analysis is always reviewed and interpreted by staff.

4. How we collect LTC members' information

We collect personal information in a variety of ways. For example, data is collected through application forms, obtained from your passport or other identity documents such as your driving licence, from forms completed by you at the start of or during your term as a LTC member, from correspondence with you, or through interviews, meetings or other assessments, images provided by you or taken using school/trust photographic equipment, local authorities, the NHS, law enforcement agencies e.g. police, the Disclosure and Barring Service and the Department for Education.

LTC members' data is essential for the school's/trust's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK GDPR, we must 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.

5. How, where and for how long we store LTC members' information
We store LTC member information securely on the schools' IT network, a secure SharePoint system. Secure storage is provided for paper based records.

We only keep the information for the length of time we need it for, as shown in our data retention schedule. For more information on our data retention, please visit: https://ddat.org.uk/gdpr/

We dispose of personal information securely when we no longer need it.

6. Who we share LTC members' information with
We routinely share this information with: Our Local Authority

- The Department for Education inc. Teaching Regulation Agency
- Companies House
- Our Governing Body
- The Disclosure and Barring Service
- Our school/trust community (via the school/trust website)
- The central team in our Trust
- Governor Hub
- SamPeople (SCR)

7. Why we share LTC members' information
We do not share information about our LTC members with anyone without consent unless the law and our policies allow us to do so.

8. Local Authority
Where we are required to share information about school/trust local trust committee/trustees with our Local Authority we do so under the terms of a Data Sharing Agreement for Derbyshire County Council viewable at https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/information-governance/information-sharing.aspx and for Derby City Council viewable at https://www.derby.gov.uk/site-info/privacy-notices/a-z-simplified/information-governance/

9. Department for Education
The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under:

We are required to share information about individuals in governance roles with the (DfE) under the requirements set out in the Academy Trust Handbook

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

To find out more about the data collection requirements placed on us by the Government and the Department for Education including the data that we share with them, go to www.gov.uk/government/news/national-database-of-LTC members.

The governance data that we lawfully share with the DfE via Get Information About Schools (https://get-information-schools.service.gov.uk/) :

- will increase the transparency of governance arrangements

- will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role.

Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless law allows it.

For privacy notices and further information relating to how the DfE collects, holds and uses your personal information please visit:

Personal information charter - Department for Education - GOV.UK

For all information related to the retention periods for data processed by the Department for Education (DfE) please visit:

DfE retention schedule - GOV.UK

9.1. Sharing by the Department

The Department for Education (DfE) may share information about school LTC members/trustees with third parties who promote the education or well-being of children, or who support the effective governance and leadership of schools and academies in England. This may include:

- conducting research or analysis
- producing national or sector-level statistics
- providing information, advice, or guidance to support effective governance

The Department for Education (DfE) will only share your personal data where it is lawful, secure and ethical to do so and has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

The DfE provides a formal process for external organisations to apply for access to certain types of personal data it holds. Depending on the nature of the request, access may be provided through the Office for National Statistics Secure Research Service (ONS SRS), the UK Data Service (UKDS), or directly by the DfE where data cannot be shared via those routes. The DfE will only share personal data when strict legal and data protection requirements are met, and in many cases, data is first de-identified by accredited processors such as the ONS or UK Data Service before being made available. Applicants must demonstrate a clear purpose, satisfy security and lawful basis requirements, and comply with the DfE's data sharing arrangements. More information about how organisations can apply for DfE-held personal data, including the available routes and eligibility criteria, is available at: https://www.gov.uk/guidance/apply-for-department-for-education-dfe-personal-data.

9.2. Companies House

Companies House is the registry for all UK limited companies, and academies are required to provide Companies House with information about the school's activities, annual accounts and who controls it. Academies must also give details of its directors (which are trustees), who are responsible for running the company (which is the school). This collection of public information is commonly known as the Companies House register or 'public register'.

The Companies House register (https://find-and-update.company-information.service.gov.uk/) is available worldwide for the public to search online free of charge. Anybody who becomes a director or officer of a company must be prepared for some of their details to be made publicly available. It's important to understand what information academies have a duty to make available to the public.

What information is made public: name, nationality, occupation, date of birth (month and year), correspondence address (which will be the school address). Full date of birth and home address will also be provided; however, this information will not be available on the public register for everyone to see. it is kept on a private register and Companies House will only provide this information to credit reference agencies and specified public authorities, such as the police. In certain circumstances, you may be able to restrict the disclosure of your home address to credit reference agencies.

More information about this can be found here - https://www.gov.uk/guidance/your-personal-information-on-the-public-record-at-companies-house

9.3. How to find out what personal information DfE hold about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE)

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter or https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

Further information on what personal information the Department for Education (DfE) holds about you is published in the privacy notice below:

https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers

To contact DfE: https://www.gov.uk/contact-dfe

10. Freedom of Information Act 2000 and Environmental Information Regulations 2004

As a public body, our school/trust is subject to requests made under the above legislation. Therefore, we have a legal obligation to process any personal data we hold when considering requests under these laws.

For example, we may receive a request asking about numbers and/or roles of LTC members.

However, we must never disclose personal data in our responses to these requests where to do so would contravene the principles of data protection.

11. Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school/trust, the Headteacher or the Data Protection Officer.

You also have the right to:

- be informed about the collection and use of your personal data.
- rectification, i.e. to have inaccurate personal data rectified, or completed if it is incomplete.
- erasure, often known as the 'right to be forgotten'; however this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- restrict processing, although, as above this is a limited right.
- object; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to process your data, you have the right to revoke that consent. If you do change your mind, or you are unhappy with our use of your personal data, please let us know – our contacts are in section 12. at the end of this document.
- You also have rights in relation to automated decision making and profiling, though these are not currently relevant
- Finally, the right to seek redress, either through the ICO, or through the courts

If you make a request, we must keep a record of the request and any personal data supplied for a suitable period after its fulfilment, in order to deal with any questions you, your representatives or regulators may have about it.

12. Contact

If you have any concern about the way we are collecting or using your personal data, would like to exercise your rights, or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance. For more details, please see annexe 6 of the Data Protection Policy.

Please contact the school/trust Office, Headteacher or School Data Protection Officer:

Data Lead/Data Protection Officer

Name:	Andrew Martin (DDAT Data Lead) or Education Data Hub (Data Protection), Derbyshire County Council
Data Lead/DPO Email:	operations@ddat.org.uk or dpforschools@derbyshire.gov.uk
DPO Phone:	0333 3554353 (DDAT) or 01629 532888
DPO Address:	DDAT Top Floor Endcliffe Mount, Deepdale Business Park, Ashford Road Bakewell DE45 1GT or County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

For Derbyshire County Council:
Information Governance Officer
Children's Services Department, Derbyshire County Council
County Hall
Matlock
Derbyshire
DE4 3AG
Email: cs.infogov@derbyshire.gov.uk
Telephone: 01629 536906

For DfE:
Public Communications Unit,
Department for Education,
Sanctuary Buildings,
Great Smith Street,
London, SW1P 3BT
Website: www.education.gov.uk
https://www.gov.uk/contact-dfe
Email: http://www.education.gov.uk
Telephone: 0370 000 2288

For Derby City Council:
Information Governance Officer

Information Governance
Council House
Corporation Street
Derby
DE1 2FS
Email: dataprotection@derby.gov.uk
Telephone: 01332 640763

If, however, you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number ZA102461 and stating that the Data Controller is Derby Diocesan Academy Trust.

Information Commissioners' Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
Fax: 01625 524 510
Website: https://ico.org.uk/concerns/

13. Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in April 2026.