TENAX SCHOOLS TRUST

*Excellence together; transformative education for every child.*

# Privacy Notice
# Trustees and Local Committee Members
# (how we use your personal information)
# v1.0

Under data protection law, individuals have a right to be informed about how the Trust and its schools use any personal data that is held about them. We, the Tenax Schools Trust, comply with this right by providing Privacy Notices to individuals where we are processing their personal data.

The Trust aims to ensure that all personal data is collected, stored and processed in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other relevant legislation. The Tenax Schools Trust is the Data Controller for the purpose of the data protection law and is registered with the Information Commissioner's Office (ICO), the UK's regulatory body.

As a Trustee or Local Committee Member of Tenax Schools Trust or one of its schools, we need to collect and use certain personal information about you. This includes information required to carry out identity, eligibility, vetting and suitability checks, provide you with access to our IT systems and Trust resources, administer your role effectively, and meet our statutory governance, regulatory and reporting obligations, including providing governance information to the Department for Education and other relevant authorities where required.

## The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and postcode, National Insurance number)
- governance details (such as role, start and end dates and attendance at meetings)
- information that may constitute a conflict of interest including:
    - employer
    - details of other organisations that trustees or local committee members may have a relationship with
    - details of any relationships with any other members of staff, trustees or local committee members within the Trust
    - details of any relationships that close members of family may have with organisations that may have dealings with the Trust

## Why we collect and use governance information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- comply with a legal obligation
- carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- you have given us consent to use it in a certain way
- we need to protect your vital interests (or someone else's interests)

The Trust may also process data for the establishment, exercise or defence of legal claims.

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.

All academy trusts, under the Academies Financial Handbook academy trust handbook have a legal duty to provide the governance information as required.

## Collecting governance information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. If there is processing or sharing that relies on consent, we will make this clear to you. Where you have a choice, you may withdraw your consent at any time

## Storing governance information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please ask the Clerk/Head of Governance and Compliance for a copy of the Trust's Data Retention Policy.

## Who we share governance information with

We routinely share this information with:

- Companies House (Trustees only)
- the Department for Education (DfE) (via GIAS as described below)
- External auditors (only name and related party information)

## Why we share governance information

Under the requirements set out in the Academies Financial Handbook academy trust handbook academy trusts are required to share information with the following parties:

**Department for Education (DfE)**

The government has implemented a national database, Getting Information About Schools (GIAS), of all those involved in school governance as part of its drive to increase transparency on who governs schools and to enable DfE to more quickly and accurately identify individuals who have a role in governance. It will also help boards as well as DfE to identify more easily where individuals govern in more than one context.

Academy trusts are required to provide information about their governors, members and trustees/ directors as well as (in the case of MATs) those sitting on Local Committees. The data held in GIAS that is publicly available is:

- Full name (including title)
- Appointing body (e.g. board, members, foundation, parents, staff etc.)
- Date of appointment
- Date term of office ends/ ended if in last year

In addition, a range of information is not publicly available but is encrypted within the system to help DfE to identify specific individuals, this information is:

- Home postcode
- Date of birth
- Previous names (if applicable)

- Direct email address (for the Chair only)

Access to this data is restricted to a small number of users who need it to fulfil their official responsibilities.

**Companies House**

As Trustees are also company directors we are required to share the following information with Companies House:

- Full name (including title)
- Home Address (this is not published)
- Date of birth (only month and year of birth are published)
- Date of appointment
- Nationality
- Occupation

**Auditors**

We are required to share Trustee names, terms of office and any related party transactions as well as any Declarations of Interest with our auditors. Trustee names, related party transactions and the number of meetings attended are published in the annual audit report, which is a publicly available document.

**Trust/School Websites**

Trustee and Local Committee names, terms of office and declarations of interest are published on the Trust and relevant school websites.

We may also share personal information with law enforcement or other authorities where required by law, for the prevention and detection of crime, or required to safeguard children, young people or other vulnerable groups.

## Storing this information

We hold personal data securely for the set amount of time shown in our record retention schedule. For more information on our record retention schedule and how we keep your data safe please refer to our Data Protection Policy and our Records Management Policy which are available on the Tenax Schools Trust website tenaxschoolstrust.co.uk/our-policies

## Securing this information

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## Your rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)

- Ask us to change any information we hold about you that you think is not accurate or complete
- Object to direct marketing
- Withdraw consent for processing or retaining data (where relevant)

Depending on our reason for processing or retaining your data, you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made by automated means
- Object to how the Trust is using your information
- Stop us from using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

If you would like to exercise a right, please contact the Data Protection Officer.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the How Government uses your data'' section of this notice.

## Contact details

If you have any questions or any concern about our data processing, please raise this with our Data Protection Officer in the first instance.

You can contact the Data Protection officer via email at DPO@tenaxschoolstrust.co.uk or write to Data Protection Officer, Tenax Schools Trust c/o Bennett Memorial Diocesan School, Culverden Down, Tunbridge Wells, TN4 9SH.

If you feel we have not used your information in the right way you have the right to complain to the Information Commissioner's Office at https://ico.org.uk/concerns/ or by telephone on 0303 1231113

## How government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (DfE) 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

## Data collection requirements

To find out more about the requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to https://www.gov.uk/government/news/national-database-of-governors

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account 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 for Education

(DfE) unless the law allows it.

## How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're 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 for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personalinformation-charter

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

## Changes to this notice

We may need to update this privacy notice periodically. Any modification or amendment to this privacy notice will be applied to you and your data as of that revision date. This version was last updated 1st September 2026.