



Policy for Privacy Notices



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1. Introduction

A privacy notice should identify who the data controller is, with contact details for its Data Protection Officer. It should also explain the purposes for which personal data are collected and used, how the data are used and disclosed, how long it is kept, and the controller's legal basis for processing.

Section 1 - Parents

Privacy Notice – (How we use parent information)

The Ad Meliora Academy Trust is the data controller for information it uses and that used by its Academies:

In this document the Trust and the Academies, whether singly or in groups, are referred to as 'we' or "our". Parents are referred to as "you" or "your".

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

We have also included a section about your rights in relation to your children who attend the Academy. A full Privacy Notice for pupils is available on request.

What Information do we collect and use about parents?

We collect many different categories of information, for example:

- Personal details (for example, name, date of birth, national insurance number)
- Contact details (for example, address, telephone number, email address)
- Family details (for example, details of other children, emergency contacts)
- Admission requests
- Records of communications (for example, emails, phone messages and letters)
- Records of visits to Trust (for example, time and date, the person you visited)
- Photographs of you or images on CCTV
- Banking details (A credit or debit card registered with our payment system)

- Records of transactions in our payment system
- Consent for Trust visits and extra-curricular activities

In some cases, we will also have:

- Information about consultation with other professionals
- Information about your employment and financial situation
- Information about any care or contact orders relating to your child(ren)

Why we collect and use this information

We use the parent/carer data to support our functions of running a Trust, in particular:

- To support the admissions process
- To support learning for your child(ren)
- To maintain a safe environment for our pupils
- To provide appropriate pastoral care
- To enable you to pay for activities for your child(ren,)
- To enable you to pay for meals for your child(ren)
- To enable free meals to be provided
- To comply with our legal obligations to share information
- To ensure your health and safety if you visit the academy/Trust
- To keep you up to date with news about the Academy

The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you [Article 6(1) (a)]. For example: The use of banking information in our payment service
- To meet a legal requirement [Article 6(1) (c)]. For example: Providing your contact details to the local authority
- To protect the vital interests of you or someone else [Article 6(1) (d)]. For example: Giving your contact details to emergency services
- Delivering a public task [Article 6(1) (b)]. For example: Recording communications about your child(ren) being absent from Trust

Collecting this information

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional.

In addition,

- The Ad Meliora Academy Trust also uses CCTV cameras around the site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or to investigate other issues. CCTV footage involving parents/carers will only be processed to the extent that it is lawful to do so.

Storing your personal data

Some of the personal data that we collect, and use, is added to the Educational Record for your child(ren). This record is kept while they attend the Academy. If they leave the Academy, then the record will be transferred to the next Academy they attend or transferred to Norfolk County Council – ‘the Local Authority’.

Other data that we collect from you will be stored in paper files or on our computer systems. Some personal data is kept for different lengths of time. For example:

- Records of admission to the are kept permanently. We do this as pupils often ask us to confirm the dates they attended the Academy
- Correspondence about a child’s absence is kept for the current year and 2 years afterwards
- Records of your visits to Trusts are kept for the current year and 6 years afterwards

If you would like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent. Examples of people we may share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- Academy governors
- Council
- The Department for Education
- Our regulator [Ofsted] - to meet legal obligations in measuring performance
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Transferring data internationally

Data stored electronically may be saved on a cloud-based system, which may be hosted in a different country. Personal data may also be transferred to other countries if, for example, we are arranging an academy trip to a different country. Appropriate steps will be taken to keep the data secure. Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on

your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data. If we are collecting or using your personal data, you have:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted, destroyed or restrict processing
- To ask us to stop using it or to object to us using it

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice. You will also need to supply us with standard information to verify your identity. You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

Access to personal data about your child(ren)

Where your child(ren) is/are under the age of 12 it is usually assumed that they are not able to make decisions about their personal data. That right is usually given to parents or a guardian. To access the personal data relating to your child(ren) you will need to follow the same procedure as you would to access your own personal data.

If your child requests access to their personal data, then we will normally refer that request to you for confirmation before releasing the data.

Once your child(ren) reach(es) the age of 12, in most cases they are assumed to be able to make their own decisions about their personal data. This means that we will not refer any request for access to their own data. Similarly, if you wish to make a request for data about you child(ren) we may refer that request to them for confirmation.

It is worth knowing that under the terms of the Data Protection Act (2018) parents do not have an automatic right to access about their child(ren) through a subject access request.

Who to contact:

The Ad Meliora Academy Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller. We recommend that you contact the data protection administrator:

Name of Person: Kirsty Makins

Email address: Kirsty.makins@admtrust.org.uk

Contact number: 01553 764494

Contact address: Ad Meliora Academy Trust, c/o Greenpark Academy, 9-11 Wensum Way, King's Lynn, Norfolk, PE30 2RE

Trusts are also required to have someone called a Data Protection Officer or DPO. The DPO advises the Trust about issues to do with data protection, but can also help you, if you have a problem. Our Data Protection Officer is:

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Ltd.

Email address: support@gdprsentry.com

Contact number: 0113 804 2035

Contact address: GDPR Sentry Limited, Unit 434 Birch Park, Thorp Arch Estate, Wetherby, LS23 7FG

If you have any questions about this privacy notice, please contact the data protection administrator or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.

Section 2 – Job Applicants

Privacy Notice – (How we use Job Applicants information)

The Ad Meliora Academy Trust is the data controller for information it uses and that used by its Academies:

This privacy notice explains how we collect, store and use personal data about **job applicants**. In this document the Trust is referred to as 'We' or 'Ours'. Job applicants are referred to as 'You' or 'Your'

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This privacy notice applies to all applicants for all roles, including but not limited to full and part-time

positions, permanent and temporary positions, contract and casual positions and volunteer positions.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

The personal data we hold.

We collect and process data relating to those who apply to work at or be engaged by the Academy. Subject to the nature of the position, personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details (name, address, email, telephone)
- Copies of right to work documentation
- Age range, marital status, gender
- Current salary and benefits
- National Insurance number
- DfE teacher number (if applicable)
- Copies of right to work in the UK documentation (passport, birth certificate, driving licence, permits, visas)
- Copies of identification (could include the documents listed in the above bullet as well as bank statement, credit card statement, tax statement)
- Referees
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- DBS certificate numbers, dates and any disclosures made; and
- Relationships (and the nature where applicable) to any members of staff or governors

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements
- Trade union membership and
- Health, including any medical conditions, and sickness records

Why we use this data.

The Trust processes data relating to applicants for employment purposes to assist in the recruitment process, including to:

- Enable the Trust to manage its recruitment process
- Facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- Ensure the Trust is complying with its legal obligations in relation to the right to work in the UK
- Ensure a candidate is suitable for the role
- Enter in to an employment contract, should you be successful
- Enable ethnicity and disability monitoring in accordance with the Equality Act
- Ensure reasonable adjustments can be made for those applicants who have a disability and
- Ensure a fair recruitment process has taken place

Our lawful basis for using this data

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)
- We have a legitimate interest in processing the information

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

Collecting this information.

The Trust collects information in a variety of ways, for example, through:

- Application forms, CVs or covering letters
- Your passport or other identity documents, such as your driving licence
- From third parties such as the DBS in carrying out safeguarding checks, references supplied by former employers
- Forms completed by you as part of the recruitment process
- Correspondence with you; and/or
- Interviews, meetings or other assessments as part of the recruitment process

In addition,

- the Trust also uses CCTV cameras around the site for security purposes and for the protection of staff and pupils

How long we store this data.

- We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected
- If you are successful in being appointed to the role, all personal data collected by the Trust will be processed and transferred to your personnel file
- Ongoing collection and processing of your personal data in relation to your employment with the Trust is explained in our privacy notice for staff, which can be found on the Trust website
- If you are unsuccessful in your application, the Trust will retain your personal information for a period of the recruitment process

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as

shortlists of candidates for a headteacher position

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies (if your application came via an agency)

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted, destroyed, or restrict processing

The right of access to your personal data

You have the right to view the personal data that we hold about you. To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer. You will also need to supply us with standard information to verify your identity.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, or to provide it in an electronic format that you can give to someone else.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

Who to contact:

The Ad Meliora Academy Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller. We recommend that you contact the data protection administrator:

Name of Person: Kirsty Makins

Email address: Kirsty.makins@admtrust.org.uk

Contact number: 01553 764494

Contact address: Ad Meliora Academy Trust, c/o Greenpark Academy, 9-11 Wensum Way, King's Lynn, Norfolk, PE30 2RE

Trusts are also required to have someone called a Data Protection Officer or DPO. The DPO advises the Trust about issues to do with data protection, but can also help you, if you have a problem. Our Data Protection Officer is:

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Ltd.

Email address: support@gdprsentry.com

Contact number: 0113 804 2035

Contact address: GDPR Sentry Limited, Unit 434 Birch Park, Thorp Arch Estate, Wetherby, LS23 7FG

If you have any questions about this privacy notice, please contact the data protection administrator or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.

Section 3 - Pupils

Privacy Notice – (How we use pupil information)

The Ad Meliora Academy Trust is the named data controller for the Academies that belong to it. References to the Trust include the Academies that belong to it.

To run the Academy/ies and help learning and achievement, the Trust collects and uses information about pupils. In this document the Trust is referred to as 'We' or 'Ours'. Pupils are referred to as 'You' or 'Your'

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What Information do we collect and use about pupils?

We collect many different categories of information, for example:

- Personal details
- Contact details, name and address
- Family details, your parents name and address
- Admission records

- Attendance records, when you come to school
- Absence details, when you are away from school
- Pupil and curricular records
- Behaviour records
- Academic progress, how you are doing at school
- Examinations details, any tests that you have done at the academy
- Trips and visits
- Extra-curricular activities
- Photographs of you
- Images from CCTV
- Files, messages, documents, any information about you
- Records of discussions with members of staff
- Records of your use of the academy IT systems

In some cases, we will also have:

- Information about consultation with other professionals
- Information about supporting for your learning, if you have needed any extra help
- Records of any equipment loaned to you

Some of the personal data we keep is given greater protection and is known as special category personal data. Special category data that we collect and use about you includes

- Information about health conditions
- Information about sickness related absences
- Information about your ethnic origin
- Eligibility for free school meals
- Safeguarding information

Why we collect and use this information

We use the information:

- To support the admissions process
- To support your learning
- To keep you safe (food allergies, or emergency contact details)
- To monitor and report on your academic progress
- To enable you to take part in exams
- To provide appropriate pastoral care
- To help us manage any health conditions that may affect your learning
- To comply with our legal obligations to share information
- To check the quality of our services

The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you or your parent or legal guardian [Article 6(1)(a)]
For example: The use of your photographs on our website

- To meet a legal requirement [Article 6(1)(c)]. For example: Providing information for the Education Department Census
- To protect the vital interests of you or someone else [Article 6(1)(d)]. For example: Giving your family details to emergency services
- Delivering a public task [Article 6(1)(e)]. For example: Recording your attendance each day

Where we use special category data, our use is a legal due to one of the following reasons:

- Explicit informed consent given by you or your parent or legal guardian [Article 9(2)(a)]
For example: Using your fingerprints to identify you to our IT systems
- We are legally obliged to collect and use it [Article 9(2)(b)]. For example: Information about your ethnic origin or any disability
- To protect the vital interest of you or someone else [Article 9(2)(c)]. For example: Giving detail of health conditions to the emergency services
- Because it is part of delivering a public service [Article 9(2)(g)]. For example: Holding data on any medical condition so that we can help you manage it

Collecting this information

We collect pupil information via:

- Data provided by the local authority
- Data collection through the pupil registration documents
- Through the Common Transfer File (CTF) from previous school

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Storing your personal data

Most of the personal data that we collect, and use is added to your Educational Record. This record is kept while you attend the Academy. If you leave the Academy, then the record will be: Transferred to the next school you attend or transferred to Norfolk County Council – the 'Local Authority'.

We will maintain information about your admission to the academy and we may maintain record if you have been placed on the SEND register.

Some personal data is kept for different lengths of time. For example.

- Records of your admission to the academy are kept permanently. We do this as pupils often ask us to confirm the dates they attended the Academy
- Detailed information about your daily attendance is kept for three years
- Information about Free School Meals is kept for the current year and 6 years afterwards

If you'd like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so, or when you have given your consent. Examples of people we share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- Norfolk County Council
- The Department for Education
- The National Pupil Database
- Examining bodies
- Our regulator Ofsted; to meet our statutory obligations to report information such as census data and assessment data
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers
- Press and the media

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data. If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data, you may have the right to ask us to erase it, to provide it in an electronic format that you can give to someone else. For some personal data, if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

Parents or Guardian's rights to access your personal data

If you ask for access to your personal data, we will usually ask your parents or guardian to confirm that we can release it to you. Your parents or guardian can also ask to see the personal data we hold about you directly.

Who to contact:

The Ad Meliora Academy Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller. We recommend that you contact the data protection administrator:

Name of Person: Kirsty Makins

Email address: Kirsty.makins@admtrust.org.uk

Contact number: 01553 764494

Contact address: Ad Meliora Academy Trust, c/o Greenpark Academy, 9-11 Wensum Way, King's Lynn, Norfolk, PE30 2RE

Trusts are also required to have someone called a Data Protection Officer or DPO. The DPO advises the Trust about issues to do with data protection, but can also help you, if you have a problem. Our Data Protection Officer is:

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Ltd.

Email address: support@gdprsentry.com

Contact number: 0113 804 2035

Contact address: GDPR Sentry Limited, Unit 434 Birch Park, Thorp Arch Estate, Wetherby, LS23 7FG

If you have any questions about this privacy notice, please contact the data protection administrator or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.

Section 4 – Staff

Privacy Notice – (How we use information about members of staff)

The Ad Meliora Academy Trust is the data controller for information it uses and that used by its Academies:

To run the Trust and help learning and achievement for our pupils, the Trust collects and uses information about members of staff. In this document the Trust is referred to as ‘We’ or ‘Ours’. Members of staff are referred to as ‘You’ or ‘Your’

Much of the information we collect is classed as ‘personal data’ and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR) and the Data Protection Act (2018). This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What Information do we collect and use about staff?

We collect many different categories of information, for example:

- Personal details
- Contact details
- Banking details
- Taxation details
- Pension details
- Job application details
- Selection and interview records
- References received
- Identity verification records
- Performance assessment details
- Information for improving performance
- Annual leave records
- Records of communications
- Photographs of you or images on CCTV
- Information to identify you
- Records of transactions
- Information about the use of Trust IT systems
- Information about consultation with other professionals

We also are required to collect and use information that is given additional protection under the GDPR, for example.

- Demographic information required for monitoring equal opportunities
- Information about health conditions and medical appointments

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. In addition:

- The Trust also uses CCTV cameras around the site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or to investigate other issues.

Why we collect and use this information

We use the information for some, or all, of the reasons below;

- To enable you to work for us
- To support you in teaching and learning
- To maintain a safe environment for our pupils
- To provide appropriate pastoral care for our pupils
- To enable you to take part in appropriate training and professional development
- To help you to deliver the best support of our pupils and your colleagues
- To enable you to pay for activities for your child(ren)
- To enable you to pay for meals in the academy
- To comply with our legal obligations to share information
- To ensure your health and safety
- To keep you up to date with news about the Trust

The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you [Article 6(1)(a)]. For example: The use of banking information in our payment service
- To meet the terms of a contract. For example: Recording the amount of annual leave you have taken
- To meet a legal requirement [Article 6(1)(c)]. For example: Providing information to HMRC
- To protect the vital interests of you or someone else [Article 6(1)(d)]. For example: Giving your contact details to emergency services
- Delivering a public task [Article 6(1)(b)]. For example: Keeping records of meeting with parents

Where we use special category personal data, we process this under the following exemptions from Section 9 of GDPR:

- Explicit consent given by you [Article 9(2)(a)]. For example: The use of biometric information to identify you for our catering system
- Information used in the field of employment [Article 9(2)(b)]. For example: Using information about ethnic origin for equality monitoring purposes
- To protect the vital interests of you or someone else [Article 9(2)(c)]. For example: providing details of any medical conditions you have in the event of an emergency
- For substantial public interest [Article 9(2)(g)]. For example: Using information about your health to ensure a safe working environment

Storing your personal data

Some of the personal data that we collect, and use, is added to your personnel file. Other data, depending on its purpose will be kept in other systems or in manual files. We use email to enable authorised users to transfer information to one another. Some personal data is kept for different lengths of time. For example.

- Your personnel file is for 6 years after the date you leave employment
- Annual appraisals are kept for the current year and then for 5 years
- Records of any accident you have at work are kept for 12 years after the incident

If you would like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent. Examples of people we share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- Norfolk County Council
- HMRC
- The Department for Education
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Data Retention Policy, which can be found on our website.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data. If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice. You will also need to supply us with standard information to verify your identity.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this as request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

Who to contact:

The Ad Meliora Academy Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller. We recommend that you contact the data protection administrator:

Name of Person: Kirsty Makins

Email address: Kirsty.makins@admtrust.org.uk

Contact number: 01553 764494

Contact address: Ad Meliora Academy Trust, c/o Greenpark Academy, 9-11 Wensum Way, King's Lynn, Norfolk, PE30 2RE

Trusts are also required to have someone called a Data Protection Officer or DPO. The DPO advises the Trust about issues to do with data protection, but can also help you, if you have a problem. Our Data Protection Officer is:

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Ltd.

Email address: support@gdprsentry.com

Contact number: 0113 804 2035

Contact address: GDPR Sentry Limited, Unit 434 Birch Park, Thorp Arch Estate, Wetherby, LS23 7FG

If you have any questions about this privacy notice, please contact the data protection administrator or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.

Section 5 – Members, Directors and Governors

Privacy Notice – (How we use information about Members/Directors/Governor's)

The Ad Meliora Academy Trust (the Trust) is the data controller for all staff within its Academies and ancillary functions.

To run the Trust and to help learning and achievement for our pupils, the Trust collects and uses information about Trustee/Governors. In this document the Trust is referred to as 'We' or 'Ours'. Members/Directors/Governors are referred to as 'You' or 'Your'

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What Information do we collect and use about Members/Directors/Governors?

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

- Current and previous contact details – title, name(s), address(es), email address, telephone contact details
- Current governance positions (type of role appointed to, any positions held on an academy board and term of office)
- Previous governance positions (type of role appointed to, any positions held on an academy board, terms of office served and reasons for resignations/suspensions)
- Training records (of attendance at organised/commissioned training events)
- DBS details
- Signed Code of Conduct, Declaration of Eligibility and Register of Pecuniary Interest forms
- Information provided by individuals as part of an application form to facilitate the appointment procedure including any references that may be taken.

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- Disability and access requirements
- CCTV images captured whilst on the site

Why we collect and use this information

We use this data to:

- Establish and maintain effective governance
- Comply with the law
- Comply with the statutory requirements for recording governance within the Academies Financial Handbook, Funding Agreement, Articles of Association and Get Information About Schools on the DfE database. This includes recording name, term of office dates, attendance at meetings which is also published on the Trust and/or academy website
- In order to respond to investigations from our regulators or to respond to complaints raised by our stakeholders
- Populate the National Governor Database (Department for Education) in accordance with statutory regulations
- Provide appropriate statutory advice and guidance
- Circulate information to the governing board to enable them to undertake their role and functions
- Deliver governor advice, guidance, information and training

The legal basis for using this information

We only collect and use member/trustee/governors’ personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation (see above)
- We provide governor advice, guidance, information and training

Collecting this information

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional.

In addition, the Trust also uses CCTV cameras around the site for security purposes and for the protection of staff, pupils and visitors. CCTV footage involving governors and volunteers will only be processed to the extent that it is lawful to do so.

Storing your personal data

Some of the personal data that we collect, and use, is added to your personnel file. Other data, depending on its purpose will be kept in other systems or in manual files. We use email to enable authorised users to transfer information to one another.

If you’d like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

Sharing your personal data

We do not share information about Members/Directors/Governors outside of the Trust with any third party without consent unless the law and other valid obligations require us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about Members/Directors/Governors with:

- Other academies within the Trust where appropriate
- Our local authority, to meet our legal obligations to share certain information with, such as details of governors
- The Department for Education
- Appropriate regulators i.e., Ofsted, Regional Schools' Commissioner
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support

Your rights to your personal data

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