



# **Privacy Notice**

## **Directors/ Local Governing Body/Other Volunteers**

**Responsible for policy:**  
**Chair of Directors**

**CC2: Strategy, People and Organisational Development**



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## Definitions

In this **Directors and Local Governing Body Privacy Notice**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Parents and Pupils Privacy Notice** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Governing Body of the Academy appointed from time to time, as appropriate.
- v **'Governance Professional'** means the Governance Professional to the Board or the Governance Professional to the Local Governing Body of the Academy appointed from time to time, as appropriate.
- vi **'Chief Executive Officer' or CEO** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Governing Body'** means the Governing Body of the School.
- ix **'Governing Body Representatives'** means the governors appointed and elected to the Local Governing Body of the School, from time to time.
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.
- xiv **'School DPO'** means the Data Protection Officer responsible for all schools within The Romero Catholic Academy (Warwickshire Legal Services)
- xv **'Volunteer'** a person who works for or on behalf of The Romero Catholic Academy without being paid.

## 1. Introduction

The Romero Catholic Academy is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

The Romero Catholic Academy is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA137894.

You can contact The Romero Catholic Academy as the Data Controller in writing at:

Helen Quinn DPO

C/O Cardinal Wiseman Catholic School

Potters Green Road

Coventry

CV2 2AJ

or [admin@romeromac.com](mailto:admin@romeromac.com)

## 2. What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our Directors/Local Governing Body Representatives/ Other volunteers.

## 3. What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

## 4. What personal information do we process about Directors/ Local Governing Body Representatives and other volunteers?

The categories of Directors and Local Governing Body Representatives information that we collect, hold and share include:

- personal information such as name, any former names, address, date of birth, occupation nationality, telephone and email contact details,
- Records of Business and Pecuniary Interests
- Information from your References
- Evidence of any relevant qualifications
- Disclosure and Barring Service Certificate number and start date

- Self-assessment skills audit
- Personal profiles provided for Trust/School website
- Photographs

We may also collect, use, store and share (when appropriate) information that falls into “special Categories” of more sensitive personal data. This includes:

- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements.
- Information relating to criminal convictions and offences.
- Photographs and CCTV footage captured in school.

We may also hold data about that you that we have received from other organisations, including other schools and social services, and the disclosure and Barring Service in respect of criminal offence data.

## **5. For what purposes do we use personal information?**

We use Directors/ Local Governing Body Representatives and other volunteers’ data to:

- Establish good governance
- Fulfill statutory obligations
- Facilitate safe recruitment, as part of our safeguarding obligations.
- Undertake equalities monitoring
- Communicate relevant information to individuals or groups or Boards or Local Governing Bodies for the purpose of them carrying out their roles and responsibilities as a Director/ Local Governing Body and other volunteers.
- Ensure that appropriate access arrangements can be provided to volunteers who require them

## **6. Collecting Director/ Local Governing Body Representative and other volunteers information**

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

Whilst the majority of Director/ Local Governing Body Representative and other volunteers information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain Director/ Local Governing Body Representative and other volunteers information to us or if you have a choice in this.

## **7. What are the legal reasons for us to process your personal information?**

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information and these are as follows:

### **1) To comply with the law**

We collect and use general purpose staff information in order to meet certain legal requirements and legal obligations placed upon the school by UK law. We therefore have the right to process your personal information for such purposes without the need to obtain your consent.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

## **2) To protect someone's vital interests**

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

## **3) With the consent of the individual to whom that information 'belongs'**

Whilst much of the personal information is processed in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

## **4) To perform a public task**

It is a day-to-day function of The Romero Catholic Academy to ensure that Directors/Local Governing Body representative and other volunteers receive the training and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that Directors/Local Governing Body representative and other volunteers are properly supported and able to fulfil their role and responsibilities.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

## **8. Special category personal information**

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- Explicit consent of the data subject
- Necessary for carrying out obligations and exercising specific rights in relation to employment and social security and social protection law
- Processing relates to personal data which is manifestly made public by the data subject
- Necessary for establishing, exercising or defending legal claims
- Necessary for reasons of substantial public interest
- Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of sensitive category personal information that we process is set out in the tables attached.

## 9. Who might we share your information with?

We routinely share Director/Local Governing Body Representative and other volunteers information with:

- Local Authorities
- The Department for Education (DfE)
- Disclosure and Barring Service
- Companies House (Directors only)
- Education and Skills Funding Agency
- OFSTED
- The Birmingham Diocesan Education Service
- Suppliers and service providers – e.g., HR, Catering, Training, Website
- Parents/Guardians
- Our Auditors
- Health authorities
- Security organisations
- Professional advisors and consultants
- Charities and Voluntary Organisations
- Law enforcement officials, e.g., police, courts, tribunals

We do not share information about our Directors/ Local Governing Body Representatives and other volunteers unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

## 10. What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The Romero Catholic Academy monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

## 11. How long do we keep your information for?

In retaining personal information, The Romero Catholic Academy complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which The Romero Catholic Academy are required to retain the information

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

## 12. Transferring data internationally

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

### 13. What are your rights with respect of your personal information?

Under data protection law, Directors/ Local Governing Body Representatives and other volunteers have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

**School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL**

**\*\*Please ensure you specify which school your request relates to.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### 14. Links with other policies

This data protection policy is linked to our:

- Information Security Policy
- Freedom of Information Policy
- CCTV Policy
- Romero Privacy Notices
- Any other individual school policies linked to information security and E-Safety

### 15. Monitoring and Review

The Board of Directors delegate the implementation of this privacy notice to the Governing Body. This policy will be reviewed by CC2 Strategy, People and Organisational Development.



### Third Party List we routinely share staff information with:

- Adobe
- Advent Communications Public Relations
- Amazon UK Services Ltd
- Apple Inc
- Arbor
- Aspire People Ltd
- Aspire Teachers
- Billingtons Safety Services
- Brightminds Recruitment
- CAPITA
- Companies House
- Coventry City Council
- Coventry & Warwickshire Partnership Trust
- Create Onsite Limited
- Dains LLP
- Dataplan Payroll Ltd
- Department for Education
- Disclosure and Barring Service
- Doodle
- Dyslexia Coventry
- Emergency Services
- Eventbrite Inc
- Every
- Everwell Occupational Health
- Facebook Inc
- For Schools Education
- GDPRis
- Google
- Governor Hub
- HMRC
- Hays Recruitment
- Image Plus
- IMP Software Ltd
- Invenry Solutions Ltd
- IRIS Connect Ltd
- Just Teachers
- Kenelm Youth Trust Ltd
- Kiddivouchers
- Lightspeed Systems Inc
- Lloyds Bank PLC
- Lime Recruitment
- Matthew Stokes
- Microsoft
- Midlands Training Centre
- Monarch Education
- National College of Teaching and Leadership
- NS Optimum Ltd
- NSPCC
- NCFE
- Pepper Therapy Ltd
- Primary Goal Ltd
- Public Health England
- Relate Coventry & Warwickshire
- Sandgate Systems Ltd
- School Business Services Ltd
- Skill Base Training Ltd t/a Skill Base First Aid
- Solihull Metropolitan Borough Council
- Stone King LLP
- Survey Monkey
- Teach First
- Teachers' Pension Service
- Teaching with heart
- TES Global Ltd
- The Archdiocese of Birmingham – Diocesan Education Service
- The Key Support Services Limited
- TopMark Claims Management Ltd
- Twitter Inc
- University of Warwick
- Virtue Technologies Ltd
- Warwickshire County Council
- Westfield health
- West Midlands Pension Scheme
- West Midlands Police
- WhatsApp
- Xero (UK) Ltd
- You Tube LLC

***We do not share information about our staff unless the law and our policies allow us to do so.***

**Table 1** – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Name	Companies Act 2006 & Academies Act 2010		Companies House DfE Disclosure and Barring Service	Statutory Requirement
Address	Companies Act 2006 & Academies Act 2010		Companies House DfE Disclosure and Barring Service	Statutory Requirement
Date of Birth	Companies Act 2006 & Academies Act 2010		Companies House DfE Disclosure and Barring Service	Statutory Requirement
Nationality	Companies Act 2006 & Academies Act 2010		Companies House DfE	Statutory Requirement
Occupation	Companies Act 2006		Companies House	Statutory Requirement

**Table 2** – Personal information we are required to process as it is necessary to protect someone’s vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical Information	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent’	Medical staff i.e. paramedics / ambulance	Vital Interest
Religious belief	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent’	Medical staff i.e. paramedics / ambulance	Vital Interest

**Table 3** - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Personal Profile		Public record on website	Consent of individual
Skill Audit			

**Table 4** - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Name		Local Authority	Public Task (to establish email address on secure server)
Name		Public Record	Public Task (to comply with statutory guidance)
Personal Information (Address / Date of Birth / contact information)			
Record of Business Interest		Public record	Public Task (to comply with statutory guidance)