

Privacy Notice

How We Use Information provided by

Members, Trustees and Local Advisory Committee (LAC) Members

Under data protection law, individuals have a right to be informed about how Prosper Learning Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how and why we collect, store and use personal data about individuals who become Members, Trustees or LAC Members for Prosper Learning Trust and It's academies.

Prosper Learning Trust is a 'data controller' as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways, which are compliant with data protection legislation.

Information we collect, process, hold and share and why we need it

The personal data we collect about you includes:

- Personal identifiers (your name, address, email address, date of birth, National Insurance number etc)
- Personal Information relating to your particular role
- Information about your ethnicity, disability, religious beliefs and sexual orientation (for the purposes of equality and diversity monitoring and reporting required to fulfil the Public Sector Equality Duty)
- Business, pecuniary, personal and other material interests
- Information relevant to whether you are disqualified from acting as a company director/charitable company trustee or as a local governor
- Information about any criminal convictions you have
- Information about your right to work in the UK

The trust is required to process your personal data and your special category data based on our legal responsibilities to safeguard children, maintain health and safety and monitor equality and diversity across the Trust. The trust relies on Article 6(1)(c) of the GDPR to process your personal

data and Article 9(2)(g)(Schedule 1 condition 8 Equality of opportunity or treatment) to process your special category data. The trust is also legally required to collect some information as defined by the Academy Trust's Funding Agreement with the Department for Education.

We will seek your consent to use your photo on our website or any publicity material. You are free to withdraw this at any time.

Who has access to your personal data?

Your information will only be made available to those who need it to perform the functions of their office or to do their job in relation to your role as a Member, Trustee or LAC Member. This includes relevant administrative staff.

Who do we share your personal data with?

We will share your information with the following organisations:

- Newcastle City Council – provider of HR Services, Employee Services and Occupational Health Services to the trust
- Department for Education to maintain the Get Information about Schools (GIAS) database
- National Governance Association to provide access to governance updates and advice and training materials
- In the case of Trustees only, Companies House.
- Disclosure and Barring Service to conduct criminal record checks

The trust's internal and external auditors, health and safety advisers, insurers and data protection officer may also have access to your personal data in order to complete their work.

How long do we keep your personal data for?

We will keep your data in line with our Data Protection Policy and Retention Schedule (available on the Prosper Learning Trust Website). Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Do you transfer my data outside of the UK?

Generally, the information that the trust holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area we will ensure it has extra protection from loss or unauthorised access.

What rights do you have over your data?

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- To be informed about how we process your personal data -this notice fulfils that obligation
- To request access to your personal data that we hold, and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted

- To object to your personal data being processed

If you wish to exercise any of these rights, please contact Victoria Hall, Data Protection Officer at admin@prosperlearningtrust.co.uk or 0191 2296020 option 7.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

If you would like to discuss anything in this privacy notice or make a complaint please contact Victoria Hall, Data Protection Officer at admin@prosperlearningtrust.co.uk or 0191 2296020 Option 7.

Alternatively, if we are unable to resolve your concerns, you can contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113
- Or write to: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF