

July 2025

Privacy Notice for Trust Governance Roles

This notice explains what personal data we hold about you, how we collect it, how we use it and how we may share information about you during and following your time as a member/governor/trustee of Moorlands Learning Trust. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you. We may update this privacy notice at any time but if we do so, we will make available an updated copy of this notice as soon as reasonably practical.

Who collects your information and why?

Moorlands Learning Trust (MLT) is a data controller and collects and processes personal data relating to its governors/trustees. The types of data collected by MLT, the reason for collecting this data and the way in which this data is used is set out in detail in Schedule 1 below.

We process personal data in order to fulfil MLT's official functions and to meet legal requirements set out in UK law, including those in relation to the following:

- Administering and complying with MLT's Academy Funding Agreement and Articles of Association.
- Administering and complying with MLT's legal and statutory framework.
- Complying with the Academy Trust Handbook and Academies Financial Handbook.
- Complying with the Education and Inspections Act 2006.
- Complying with the Companies Act 2006.
- Complying with the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

How we collect personal data

We collect personal information from you when you complete a new governors/trustees contact form, through completion of DBS checks, via third parties such as our insurance benefit administrators, and through automated monitoring of our websites and other technical systems, such as our computer networks and connections, communications systems intranet and internet facilities, telephones, voicemail, mobile phone records, relevant websites and applications.

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 our obligations under data protection laws, we will 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.

If you fail to provide certain information when requested, we may not be able to consider your application, appoint you as a member/trustee/governor or we may be prevented from complying with our legal obligations.

Why we collect personal data and what we do with it

We process personal data for governance purposes to assist in the running of MLT, to enable you to work with us, to keep governance records and to comply with our legal obligations to share information.

This personal data includes identifiers such as names and business interests. Schedule 1 in this document details the personal data we collect and process, the source of that data and the lawful basis for processing the data.

In accordance with the above, governors'/trustees' personal data is used for the following reasons:

- Where it is necessary for the performance of our volunteer arrangement with you for example to take steps to appoint you as a governor/trustee;
- Where it is necessary for us to comply with our legal obligations, such as carrying out DBS checks;
- Where it is necessary for our legitimate interests, for example to maintain governance records and to comply with legal, regulatory and corporate governance obligations; and
- Where it is necessary for the substantial public interest of preventing or detecting unlawful acts and protecting the public from dishonesty, for example in carrying out DBS checks.

How we may share your personal data

We do not share information about members/trustees/governors with any third party without consent unless we are required to by law or by other legal, safeguarding or regulatory obligations, including:

- **Companies House** - We are required to share information about our members/governors/trustees/members with Companies House under section 162 of the Companies Act 2006.
- **Local authority (LA)** - We are required to share information about our workforce members with the local authority in the areas MLT operates under section 5 of the Education (Supply of Information about School Workforce) (England) Regulations 2007 and amendments.
- **Department for Education (DfE)** - The DfE collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the DfE under the requirements set out in the Academies Financial Handbook.

All data is shared with DfE is entered manually on the Get Information about Schools (GIAS) system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

The department 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 DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested, and
- the arrangements in place to securely store and handle the data

To be granted access to school governance information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

- **Appropriate regulators (e.g. Ofsted)**
- **Other academies within the Trust** (where appropriate)

We do not transfer personal data of members/trustees/governors outside of the UK.

How long your personal data is retained

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements, including the MLT [Records Management Policy](#)

Sensitive personal data

Special categories of particularly sensitive personal information, such as information about your health, racial or ethnic origin, sexual orientation, trade union membership or information about criminal convictions and offences, require higher levels of protection. In general, we will not process particularly sensitive personal information about you unless it is necessary for performing or exercising obligations or rights in connection with employment. We may process these special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations or exercise rights in connection with employment for example to ensure your health and safety at our premises and to carry out DBS checks prior to your appointment.
- Where it is needed in the public interest, such as for equal opportunities monitoring.
- Where it is necessary to protect you or another person from harm.
- Where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Your rights

You have certain rights under data protection laws in relation to your personal data. Those rights are listed below. Please contact us using the contact details set out below if you would like to exercise any of them. You have the right to:

- **Request access** to your personal data (a "data subject access request"). This means you can receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of your personal data: This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- **Request erasure of your personal data.** You can ask us to remove personal data where there is no good reason for us continuing to process it. You also have this right where you have successfully exercised your right to object to processing, where we may have processed your data unlawfully or where we are required to erase your personal data to

comply with law. We may not always be able to comply with your request where there are particular legal reasons.

- **Object to processing** of your personal data where we rely on a legitimate interest basis and if the processing impacts on your fundamental rights and freedoms. You can also object to direct marketing. In some cases, we may demonstrate that we have grounds to process your data which override your rights and freedoms.

- **Request restriction of processing.** You can ask us to suspend the processing of your personal data: if you want us to establish the data's accuracy; where our data use is unlawful but you do not want us to erase it; where you need us to hold the data even if we no longer need it, to establish, exercise or defend legal claims; or you have objected to use of data but we need to verify whether we have overriding legitimate grounds to use it.

- **Request a data transfer.** We will provide to you, or your chosen third party, your personal data in a structured, commonly used, machine-readable format. This only applies to automated information which you provided consent for us to use or necessary to perform a contract with you.

- **Withdraw consent at any time** where we rely on consent to process your personal data. This will not affect the lawfulness of processing carried out prior to withdrawing consent.

If you have any questions or require further information about this privacy notice, including any requests to exercise your data privacy rights, please address your query in writing to:

From 17th July, our contact details for Ilkley Grammar School and The Skipton Academy are:

Data Protection Officer (our current DPO is Veritau) Address: West Offices, Station Rise, York, YO1 6GA

Email: schoolsDPO@veritau.co.uk

Our contact details for Ashlands Primary School, Burley Oaks Primary School, Eastburn Primary School, Menston Primary School and Nidderdale High School are:

Data Protection Officer (our current DPO is Judicium Consulting Ltd)

Address: 5th Floor, 98 Theobalds Road, London, WC1X 8WB

Email: dataservices@judicium.com

From the 1st August our contact details for Benton Park School are:

Data Protection Officer (our current DPO is Bywater Kent)

Address: 7 Crompton Drive, Morley, Leeds, LS27 9TJ

Email: dpo@bywaterkent.co.uk



Moorlands

Learning Trust

Schedule 1 About the information we collect and hold

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name, contact details (ie address, date of birth, home and mobile phone numbers, email address) and emergency contacts (ie name, relationship and home and mobile phone numbers)	From you	To enter into/perform the volunteer arrangements as a member/trustee/governor. Legitimate interest: to maintain governance records and good practice.	To enter into/perform the voluntary arrangement as a member/governor/trustee. This information is shared with Companies' House and other regulatory authorities as required
Governance details such as role, start and end dates and Governance ID	From you and those conducting the recruitment process	To enter into/perform the volunteer arrangements as a member/trustee/governor Legitimate interest: to maintain governance records and good practice.	To enter into/perform the voluntary arrangement as a member/governor/trustee
Details of your business interests and that of spouse/partner and any business interests which they may need to declare	From you	To perform our statutory obligations to comply with declarations of business interests. Legitimate interest: to maintain list of business interests detailed on our website.	To ensure we meet our legal obligation under the Academy Trust handbook (ATH).

Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information	From you and, where necessary, the Home Office	To comply with our legal obligations Legitimate interest: to maintain governance records	To carry out DBS checks and other statutory checks.
Information relating to your application including interview notes and CV and a copy of any offer letter supplied to us.	From you and those conducting the recruitment process	To enter into/perform the volunteer arrangements as a member/trustee/governor To comply with our legal obligations Legitimate interest: to maintain governance records	To enter into/perform the voluntary arrangement as a member/governor/trustee and comply with our legal obligations
Governor Training records and appropriate certificates	From you or any training provider we may use	Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices	To comply with our regulatory obligations to ensure governors are appropriately qualified and trained to meet the required skill sets
Criminal records information, including the results of Disclosure and Barring Service (DBS) checks	From you and the Disclosing and Barring Service (DBS)	To comply with our legal obligations For reasons of substantial public interest (preventing or detecting unlawful acts and protecting the public against dishonesty)	To carry out statutory checks Information shared with DBS and other regulatory authorities as required
Information about your use of our IT, communication and other systems	Automated monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV and access control systems, communications systems, remote	Legitimate interests: To monitor and manage trustee/governor access to our systems and facilities To protect our networks, and personal data of employees. Members/governors/trustees and	To protect and carry out our legitimate interests (see adjacent column) Information shared with relevant governors/trustees, HR personnel and with consultants we may engage

	<p>access systems, trading platforms, email and instant messaging systems, intranet and Internet facilities, telephones, voicemail, mobile phone records</p>	<p>customers/clients, against unauthorised access or data leakage</p> <p>To ensure our business policies, such as those concerning security and internet use, are adhered to</p> <p>For operational reasons, such as maintaining member/governor/trustee records, recording transactions, training and quality control</p> <p>To ensure that commercially sensitive information is kept confidential</p> <p>To check that restrictions on your activities that apply after you cease to be a governor/trustee has ended (post-termination restrictions or restrictive covenants) are being complied with</p> <p>For security vetting and investigating complaints and allegations of criminal offences</p> <p>For statistical analysis</p> <p>To prevent unauthorised access and modifications to our systems</p> <p>As part of investigations by regulatory bodies, or in connection with legal proceedings or requests</p>	
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