



# EMMAUS

## CATHOLIC MAC

### Directors, Governors and Volunteers Privacy Notice

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|--------------------------------|--------------------------------------|
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| <b>Post holder responsible</b> | Chief Finance and Operations Officer |



**Commitment to Equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

**This Directors, Governors and Volunteers Privacy Notice has been approved and adopted by Emmaus Catholic Multi Academy Company on 20.05.25 and will be reviewed in April 2027.**

**Signed by Director of Emmaus Catholic MAC:**

**Signed by CEO for Central Team:**

**This Policy relates to all Emmaus Schools.**

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## DEFINITIONS

The Company's standard set of definitions is contained at [Definition of Terms](#) – please refer to this for the latest definitions.

## **1. How we use information about Directors, Governors and Volunteers**

- 1.1 Emmaus Catholic Multi Academy Company ('The MAC') collects and processes personal data relating to Directors, Governors and Volunteers who are engaged to work with us. The MAC is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations. This privacy notice will inform you about why The MAC collects and processes a range of information about you.

## **2. The categories of information that we collect, process, hold and share include:**

- 2.1 Directors, Governors and Volunteers
- personal information (such as name, address and contact details, where appropriate details of your bank, national insurance number, information about your marital status, next of kin, dependants and emergency contacts)
  - special categories of data including characteristics information (such as gender, age, ethnic group)
  - information about your engagement with us (such as start dates, terms and conditions of your engagement, your role as a Governor, hours engaged, activities you have engaged with)
  - qualifications (such as skills and experience, where relevant)
  - Information about your criminal record.
  - details of any disciplinary or grievance procedures in which you have been involved (such as any warnings issued to you and related correspondence)
  - information about medical or health conditions (such as whether or not you have a disability for which the organisation needs to make reasonable adjustments)
  - priest references
- 2.2 The MAC collects this information in a variety of ways. For example, data might be collected through an application form; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during your engagement; from correspondence with you; or through meetings or other interaction with you.
- 2.3 In some cases, The MAC may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

### **3. Why we collect and use this information**

- 3.1 The personal data collected is essential, in order for the MAC and individual school's to fulfil their official functions and meet legal requirements.
- 3.2 We collect and use Director, Governor and Volunteers information, for the following purposes:
- enable the development of a comprehensive picture of who is operating within the school and how everyone is deployed
  - ensure we meet statutory requirements in terms of our Governing body.
  - maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency).
  - operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace.
  - operate and keep a record of performance and related processes, to undertake skills analysis, and for succession planning and management purposes.
  - to ensure that we comply with duties in relation to individuals with disabilities and meet our obligations under health and safety law.
  - respond to and defend against legal claims
  - maintain and promote equality in the workplace.
  - To ensure safeguarding requirements are met
- 3.3 Some special categories of personal data, such as information about health or medical conditions, is processed to carry out obligations under Health and Safety and Disability Discrimination Act (such as those in relation to Governors/Volunteers with disabilities).

### **4. The lawful basis on which we process this information**

- 4.1 Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:
- 6.1 (a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes, in their role as a Governor (Article 6, 1 (a))

- 6.1(c) Processing is necessary for compliance with a legal obligation to which the controller is subject (for example The Health and Safety at Work Act, Equality Act 2010, The Disability Discrimination Act).
- 6.1(e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (for example The Education Act requires the collection of workforce data for the purpose of Departmental Census. Working together to Safeguard Children Guidelines (DfE)).

4.2 All maintained school governing bodies, under section 538 of the Education Act 1996 and academy trusts, under the Academies Financial Handbook have a legal duty to provide the governance information as detailed above.

4.3 In terms of processing special category data the following will apply:

- Article 9 2 (c) processing is necessary to protect the vital interests of the data subject
- Article 9 2 (g) processing is necessary for reasons of substantial public interest and is authorised by domestic law.

4.4 Under UK legislation the lawful basis is given under the following Acts:

- Section 13(a) of the Education Act 1996
- Section 22 and Schedule 6 of the Education Act 2002
- Section 31(1a&b), (2a) of the School Governance (Constitution) (England) Regulations 2012.

## **5. Collecting Director, Governor and Volunteer information**

5.1 We collect personal information via online and paper data collection, for example, governor contact forms, Single Central Record requests, Disclosure and Barring Service (DBS), school MIS, Microsoft Teams, etc

5.2 Director, Governor and Volunteer data is essential for the MAC and individual school's operational use. 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 UK GDPR, 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.

## **6. Who we share your information with**

6.1 We routinely share this information with:

- the local authority (Birmingham, Dudley, Sandwell or Worcester where applicable)
- the Department for Education (DfE)
- the data protection officer – GDPR audits
- the safeguarding external audit – during Single Central Record Checks
- the financial auditors – internal and external during audits on compliance

6.2 **Local Authority** - We are required to share information about our governors with our local authority (LA) to comply with our legal obligations, such as safeguarding concerns, making a decision about your recruitment, assessing qualifications for a particular job or task, gathering evidence for possible grievance or disciplinary hearings.

6.3 The lawful basis to share information about our Director, Governors and Volunteers with our local authority (LA) is contained under section 538 of the Education Act 1996.

6.4 **Department for Education DfE** - The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our Directors, Governors and Volunteers with the Department for Education (DfE), under:

- We are required to share information about our individuals in governance roles with the (DfE) under the requirements set out in the Academies Financial Handbook

6.5 All data is entered manually on the DfE 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.

6.6 For more information, please see 'How Government uses your data' section

## 7. Why we share this information

7.1 We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

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

- the local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- the Department for Education
- your family or representatives
- educators and examining bodies
- our regulator, Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- financial organisations
- central and local government
- our auditors
- survey and research organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies

## **8. Requesting access to your information**

8.1 Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the School Principal or the Chief Finance and Operations Officer. The MAC purchases the 'YourIG Data Protection Officer Service' from Dudley MBC for our DPO. They can be contacted on:

- YourIG Data Protection Officer Service  
Dudley MBC  
The Council House  
Dudley  
West Midlands  
DY1 1HF

Email: [YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk)

Tel: 01384 815607

8.2 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

8.3 If you have a concern about the way we are collecting or using your personal data, we ask 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/>

## 9. How Government uses your data

9.1 The Director and Governor data that we lawfully share with the DfE via GIAS

- will increase the transparency of governance arrangements
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department 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

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

9.3 Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff 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, unless the law allows it.

9.4 Under the terms of the UK Data Protection Act 2018, you're entitled to ask the Department:

- 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

- 9.5 If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the department: <https://www.gov.uk/contact-dfe>