



## **Member, Trustee and Governor Privacy Notice**

Under UK data protection law, individuals have a right to be informed about how the trust, and each of our schools, uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with our trust in a voluntary capacity, including members, trustees and governors.

Our trust, Agape Multi Academy Trust, C/O The Piggott School, Twyford Road, Wargrave, Berkshire, RG10 8DS (telephone:01189 402357), is the 'data controller' for the purposes of UK data protection law.

### **The categories of information that we process include:**

- personal identifiers, contacts and characteristics (such as name, date of birth, nationality, contact details, DBS checks, email address and address)
- member/trustee/governance details (such as role, start and end dates)
- business and financial interests, including family relationships with staff and/or pupils
- governance roles in other schools/trusts
- attendance at meetings and training sessions
- bank details (only where required for payment of expenses)
- Biographies (on the school/trust website)
- References
- Evidence of qualifications
- Employment details
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs and CCTV images captured in school/on site
- Religious beliefs (for the sole purpose of applying for particular member, trustee or governor roles)

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

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

### **Why we collect and use governance information**

The personal data collected is essential in order for the trust and the schools within the trust to fulfil their official functions and meet legal requirements.

We collect and use member, trustee and governor information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) to comply with our articles of association and/or funding agreement
- c) to comply with the requirements of Companies House (trustees only)
- d) to ensure everyone within the schools and Trust are safe and secure
- e) to ensure everyone is treated equally and fairly
- f) to ensure effective governance of the Trust and the schools within the trust
- g) to apply for specific member/trustee/governor roles
- h) Facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- i) Undertake equalities monitoring
- j) Ensure that appropriate access arrangements can be provided for volunteers who require them
- k) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

### **Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you marketing information by email promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails at any time by contacting us (see 'Contact us' below).

### **Use of your personal data in automated decision-making and profiling**

We do not process any members', trustees', governors' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Under the [UK General Data Protection Regulation \(GDPR\) 2018](#), the legal bases we rely on for processing personal information for general purposes are:

- for the purposes of a, b, c i, j named above - processing is necessary for compliance with a legal obligation to which the controller is subject (article 6 - 1 (c))

All academy trusts, under the Academy Trust Handbook [have](#) a legal duty to provide the governance information as detailed above.

For the purposes of d, e, f and g, h, i and K named above 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 (Article 6 - 1(e)).

For the purposes of a – g inclusive named above processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child (Article 6 – 1 (f)).

In addition, concerning any special category data:

- the data subject has given explicit consent to the processing of those personal data (Article 9 (2) (a) ) [UK GDPR - Article 9](#) or
- Article 9 – 2 g reasons of substantial public interest (with a basis in law). Under Schedule 1 of the DPA 2018 we rely on:
  - 8 – equality of opportunity and/or treatment
  - 10 – preventing or detecting unlawful acts
  - 16 – support for individuals with a particular disability or medical condition
  - 18 – safeguarding of children or individuals at risk

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

### **Collecting governance information**

We collect personal information via completion of application forms and from Members/ Governors/ Trustees.

Member, trustee and governance data is essential for the Trust'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.

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 or tribunals
- Disclosure & Barring Service

## **Storing governance information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our website and/or the schools within the trust, where applicable.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

## **Who we share governance information with**

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE) and other government agencies or departments
- Oxford Diocese
- Auditors
- Companies House (Trustees only)
- Via our websites
- Our regulator, Ofsted
- SIAMS inspectors
- Professional advisers and consultants
- Police forces, courts or tribunals

## **Why we share governance information**

We do not share information about individuals in governance roles with anyone without your consent unless the law and our policies allow us to do so.

## **Department for Education (DfE)**

We are required to share information about individuals in member, trustee and governance roles with the Department for Education (DfE) under the requirements set out in the [Academy trust handbook](#).

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

## **Requesting access to your personal data**

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 as appropriate:

For The Agape Multi Academy Trust: Mrs Rebecca Marr Agape Multi Academy Trust, C/O The Piggott School, Twyford Road, Wargrave, Berkshire, RG10 8DS. Email: [MarrR@agapetrust.co.uk](mailto:MarrR@agapetrust.co.uk) Telephone: 01189 402357

For Altwood School: Satswana Services, Suite G12 Ferneberga House, Alexandra Road, Farnborough, Hampshire, GU14 6DQ. Email: [admin@satswana.com](mailto:admin@satswana.com) Telephone: 01252 759177. Enquiries and requests should be sent in the first instance to Mrs N. Walker, Headteacher's PA, Altwood School, Altwood Road, Maidenhead, Berkshire, SL6 4PN [nwalker@altwoodschool.co.uk](mailto:nwalker@altwoodschool.co.uk)

For The Piggott School: Mr David Thatcher, The Piggott School, Twyford Road, Wargrave, Berkshire, RG10 8DS. Email: [dpo@piggottschool.org](mailto:dpo@piggottschool.org) Telephone: 01189 402357

For Robert Piggott Infant & Junior Schools: Mrs Caroline Hoyle, School Business Manager, Beverley Gardens, Wargrave, Berks RG10 8ED. Tel: 0118 940 2414 Email: [DPO@robertpiggott.wokingham.sch.uk](mailto:DPO@robertpiggott.wokingham.sch.uk)

For Shinfield St. Mary's CE Junior School: Mrs Fiona Eames, Shinfield St. Mary's Junior School, Chestnut Crescent, Shinfield, Reading, RG2 9EJ. Email: [admin@shinfield-st-marys.wokingham.sch.uk](mailto:admin@shinfield-st-marys.wokingham.sch.uk). Telephone: 01189 883663

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data where it is likely to cause, or is causing damage or distress
- Prevent your data being used to send direct marketing
- In certain circumstances, have inaccurate personal data corrected or blocked
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office if you feel we have not used your information in the right way
- Claim compensation for damages caused by a breach of the data protection regulations

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

See information on the types of lawful basis on page 3 of this privacy notice.

To exercise any of these rights, please contact us.

### **Contacting us, withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the relevant DPO as set out on page 4-5.

If you have a concern or complaint 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/> (or call 0303 123 1113 or write to The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF).

## **Last updated**

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in June 2026.

## **How government uses your data**

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (DfE) 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

## **Data collection requirements**

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

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account 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 for Education (DfE) unless the law allows it.

## **How to find out what personal information the Department for Education (DfE) hold about you**

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the Department for Education (DfE):

- 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

If you want to see the personal data held about you by the Department for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) 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 DfE: <https://www.gov.uk/contact-dfe>