



Date January 2021

Dear Trustees

On the 25<sup>th</sup> May 2018, the General Data Protection Regulation (GDPR) came into force.

The GDPR affects us here at the Nottingham Schools Trust as we hold information about you to enable us to fulfil our operational needs, comply with legal requirements and more importantly, deliver an effective school improvement service.

This letter contains our **Trustee Privacy Notice**. This should be read in conjunction with a series of Data Protection policies that ensure we treat your information in a lawful, fair and transparent manner (these can be found on the NST website [www.nottinghamschoolstrust.org.uk](http://www.nottinghamschoolstrust.org.uk)) under Statutory Information/Data Protection, and include:

Data Protection Policy  
Email Policy  
Acceptable Use Policy  
Mobile Computing Policy  
Data Incident and Breaches Policy  
Privacy Notice – General

We need you to understand how we collect, process, use, share and store your data.

We also need you to confirm that you are familiar with our policies and agree to comply with the above policies when working with NST.

**Can you please sign the form at the end of this document and return to [Emily.hunphreys@nottinghamschoolstrust.org.uk](mailto:Emily.hunphreys@nottinghamschoolstrust.org.uk) as soon as possible**

Thank you for your continued support and if you have any questions please do not hesitate to contact Emily (NST Data Protection Officer) or Pat and Sarah Fielding.

Yours sincerely

A rectangular box containing two handwritten signatures in black ink. The signature on the left is 'P A Fielding' and the signature on the right is 'S A Fielding'.

Patrick and Sarah Fielding  
Chief Executive Officers

## **NST Trustee Privacy Notice**

**January 2021**

### **Who processes your information?**

NST is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which and the manner in which, any personal data relating to you is to be processed.

### **Why do we collect and use pupil information?**

New Data Protection legislation which includes provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 took effect from May 25 2018, including provisions relating to 'lawfulness of processing' and 'processing of special categories of personal data'.

### **Our lawful basis for using your data**

We only collect and use personal information about you when the law allows us to.

Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
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Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

### **We use your data:**

- To communicate with you
- To register your name with Companies House
- To register your name and place of work on the NST website
- To assess the quality of our services
- To comply with the law regarding data sharing

### **Which data do we collect, hold and share?**

- Personal information - name and contact information
- CV

In order to comply with the Data Protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this, i.e. providing a photo for a pen portrait on our website.

### **How long do we store your data?**

We do not hold personal information indefinitely. Data will only be retained for as long as is required to meet the purpose for which it was originally collected in accordance with our Retention Schedule.

### **Data storage**

We store your personal data in electronic form on the SchoolsIT server and in paper form in our office. This information is kept secure and is only used for purposes directly relevant to your work with the Trust.

### **Who do we share information with?**

We share your information with:

- Companies House
- Member schools and staff
- Other Trustees
- NST website

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

### **Your rights**

#### **How to access personal information we hold about you**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the Trust holds about them.

#### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Seek redress for damages caused by a breach of the data protection regulations

### **Contact Us**

If you have any questions, concerns, wish to exercise any of your rights or make a subject access request for your personal information please email our Data Protection Officer at [dpo@nottinghamschoolstrust.org.uk](mailto:dpo@nottinghamschoolstrust.org.uk)

### **Complaints**

We take any complaints about our collection and use of personal information very seriously and would like you to raise any concerns with us directly in the first instance.

However, if you think that our collection or use of personal information is unfair, misleading or inappropriate you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113

- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

This document will be reviewed in January 2022 and annually thereafter.

### **GDPR Trustee Agreement**

To comply with the GDPR 2017/18 and the Data Protection Act 2018, NST we will need you to tick the boxes and add your signature below.

I give my permission for my name and contact details to be registered with Companies House / Governorhub

I agree to ensure any NST information is held securely on my home based IT system e.g. password protected / bit locked / passwords are not shared with family members / computers are not left unattended or are configured to shut down after a limited period of time

I give my permission to receive business related emails from NST for example;

1. Weekly Heads Up newsletter
2. CEO Termly Report
3. Meeting - agenda and minutes

I give permission for my name and work place to appear on the NST website

I confirm that I have read, understood and will comply with the NST Data Protection documents when working for NST as a Director.

Name: .....

Date: .....

Signed: .....

Please return to [Emily.humphreys@nottinghamcholstrust.org.uk](mailto:Emily.humphreys@nottinghamcholstrust.org.uk)