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| **Data Protection Statement** |  |
| Members of the Governing Body |

This data protection statement explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold. Trafford and Stockport College Group (the Group) is the controller of all personal information held by our Colleges and is subject to the Data Protection Act (2018) and the General Data Protection Regulation (GDPR).

We may collect, use and share your personal information to operate our framework for Governance, meet external requirements for records related to the governance of the Group, and to provide effective support to you as a member, trustee or member of one of our local governing bodies.

**What data do we collect and use?**

The categories of personal information that we collect, hold and share include:

* Personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
* Governance details (such as role(s), committee membership, start and end dates, training records)
* Information about your business/pecuniary interests
* Details of your DBS clearance (date and disclosure number)
* Photograph
* CCTV images

We may also collect, store and use information about you that falls into ‘special categories’ of more sensitive personal data. This includes information about:

* Disability and access requirements
* Information disclosed on a DBS certificate, which may be used as part of our Governor appointment process but is not subsequently stored in our records or systems

**Why do we collect and use your information?**

The personal data collected is essential for the school to fulfil their official functions and meet legal requirements. We collect and use governance information for the following purposes:

* to meet the statutory duties placed upon us
* to establish and maintain effective governance (appointment, monitoring and ending of appointments, and to review governance across the Group)
* to provide appropriate information, support and training for you in your duties as a member, trustee or governor
* to facilitate the safety of our community (as part of our safeguarding processes)
* to comply with any legal dispute or any legal obligations
* to monitor use of IT systems and ensure system security
* to comply with health and safety and other regulatory requirements
* to liaise with you as is appropriate in your role

**How long is your data stored for?**

We store your information securely and in line with our Data Protection Policy and associated procedures. Electronic records of your personal information will usually be deleted 7 years after the end of your term as a member, trustee or governor.

We are required to hold safeguarding records for a longer period of time and, on some rare occasions, your personal information may be included in these records and therefore held for up to twenty-five years.

**Will your information be shared?**

We routinely share this information with:

* the Department for Education (DfE)
* the Disclosure & Barring Service
* Legal authorities

Your name and role as a member, trustee or governor will be shared with members of the public via our websites and other public documents. We do not share other information with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with your consent. Where data is routinely shared, a data processing agreement will be established.

**How do we protect your data?**

Your data is held securely on the Group’s network or in a secure cloud location provided by one of our IT partners. Our databases are accessible to those colleagues who need to use information in their day-to-day activities or as part of our arrangements to keep students safe.

All colleagues have completed the Group’s data protection training programme and receive regular updates to keep their knowledge and understanding up to date. The Group ensures that appropriate data sharing agreements are in place prior to sharing your personal data with any other organisations.

The Group ensures that appropriate data sharing agreements are in place prior to sharing your personal data with any partners.

**What are your rights?**

The Data Protection Act (2018) and General Data Protection Regulations (GDPR) give individuals a number of specific rights in relation to their personal information. You have the right to:

* Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data;
* Request access to the information we hold about you (Subject Access Request);
* 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 (but please note we do not currently have any systems or processes that do this)
* In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and/or

**Contacting the Group**

You will find up to date information about our Data Protection Officer, how to make a request for your personal information, and other useful information about Data Protection on our website : [trafford.ac.uk/dataprotection](http://www.trafford.ac.uk/dataprotection)

You can send an email to [dpo@tscg.ac.uk](mailto:dpo@tscg.ac.uk) or write to the Data Protection Officer:

The Data Protection Officer

Trafford and Stockport College Group

Manchester Rd

Timperley

Altrincham

WA14 5PQ

**Where can you find out more information?**

If you have a concern relating to the way we are collecting or using your personal data, we would always ask you to raise your concern with us in the first instance. You can e-mail the Data Protection Officer or ask for a conversation with them at any time. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/make-a-complaint>.

***Reviewed by the Data Protection Officer: 28.02.2024***

***Approved by HR:***

***Next review date: 28.02.2027***