

*'They will soar on wings like eagles ...'*  
Isaiah 40:31

collaborate | enrich | trust | innovate | aspire | nurture



Multi Academy Trust Policy

Common Trust Policy, Use as Published

Privacy Notice for Governors, Trustees and Members

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This privacy notice explains how Aquila, The Diocese of Canterbury Academies Trust collects, stores and uses personal information about individuals involved in the governance of the Trust, including Members, Trustees and Local Governors.

Under UK data protection law (UK GDPR and the Data Protection Act 2018) individuals have the right to be informed about how their personal data is used.

## **1. Who We Are**

Aquila, The Diocese of Canterbury Academies Trust is the data controller for personal information processed by schools within the Trust.

The Trust is registered with the Information Commissioner's Office (ICO) as a data controller.

Aquila, The Diocese of Canterbury Academies Trust  
Suites 19 & 20 Motis Business Centre  
Cheriton High Street  
Folkestone  
Kent CT19 4QJ

The Trust has appointed a Data Protection Officer (DPO) who oversees compliance with data protection legislation.

Data Protection Officer  
Tracey Howard  
Email: [DPO@aquilatrust.co.uk](mailto:DPO@aquilatrust.co.uk)  
Telephone: 01303 905103

Individual schools within the Trust also have a Data Protection Representative who manages day-to-day data protection matters locally.

## **2. The Personal Data We Hold**

We collect and process personal information about Members, Trustees and Local Governors to enable effective governance of the Trust.

This may include:

Personal details

- Name
- Address
- Email address
- Telephone numbers

Governance information

- Date of appointment and term of office
- Role within the governing body or Trust
- Committee membership

Employment and background information

- Professional experience
- Relevant qualifications
- References where applicable

Business interests

- Declarations of business or pecuniary interests
- Governance and conflict of interest declarations

Safeguarding information

- Disclosure and Barring Service (DBS) checks
- Section 128 checks where applicable

Images and recordings

- Photographs
- CCTV images captured when visiting school sites.

We may also hold information about access requirements or health conditions where necessary to support participation in governance activities.

### **3. Why We Use This Data**

We use personal information about governors, trustees and members in order to:

- establish and maintain effective governance arrangements
- meet statutory requirements for publishing governance information
- ensure compliance with safeguarding obligations
- manage governance meetings and communications
- administer training and development opportunities
- comply with legal and regulatory requirements.

### **4. Our Lawful Basis for Using This Data**

Under UK data protection law we must have a lawful basis for processing personal data.

Most commonly we rely on:

- Legal obligation – where governance information must be published or reported
- Public task – carrying out the governance of publicly funded schools
- Legitimate interests – managing governance processes within the Trust.

Relevant legislation includes:

- UK GDPR and Data Protection Act 2018
- Academies Financial Handbook / Academy Trust Handbook
- Companies Act 2006
- Education Acts relating to school governance.

#### **Special Category Data**

Where more sensitive personal data is processed (for example health information relating to accessibility requirements), this will only be processed where permitted by law.

This may include processing necessary for:

- equality monitoring
- accessibility support
- safeguarding obligations.

### **5. Collecting This Data**

Most governance data is provided directly by individuals when they are appointed to governance roles.

We may also receive information from:

- the Department for Education
- the Disclosure and Barring Service (DBS)
- professional references
- local authorities or diocesan bodies.

Some information must be provided in order to comply with statutory governance requirements.

### **6. How We Store This Data**

Governance information is stored securely in accordance with the Aquila Data Retention Policy.

Information about governors, trustees and members may be stored:

- on secure Trust systems
- within governance management platforms

- within statutory registers and governance records.

When governance roles end, personal data is retained in line with records management guidance and then securely deleted or archived.

## **7. Who We Share Data With**

We do not share governance information unless the law requires us to do so or it is necessary to fulfil governance responsibilities.

We may share information with:

- Department for Education

Information about trustees must be published through the Get Information About Schools (GIAS) service.

- Companies House

Trustees of the Trust must be registered with Companies House as part of the Trust's company registration.

- Canterbury Diocesan Board of Education

As a Church of England Multi-Academy Trust, certain governance information may be shared with the Diocese.

- Governance organisations

Such as governance support organisations or training providers.

- Professional advisers

Including auditors, legal advisers and consultants where required.

## **International Data Transfers**

Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place in accordance with UK data protection law.

## **8. Your Rights**

Under UK data protection law individuals have rights including:

- the right to be informed about how personal data is used
- the right to access personal data (Subject Access Request)
- the right to request correction of inaccurate data
- the right to request deletion in certain circumstances
- the right to restrict processing
- the right to object to processing.

## **9. Complaints**

If you have concerns about how your personal information is handled, please contact the Trust's Data Protection Officer.

You can also complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk/concerns>

Telephone: 0303 123 1113

## **10. Contact Us**

If you have any questions about this privacy notice or how personal data is processed, please contact:

Tracey Howard, [DPO@aquilatrust.co.uk](mailto:DPO@aquilatrust.co.uk)