



# HORNCHURCH ACADEMY TRUST

'Sharing Excellence'

Hornchurch Academy Trust is a company limited by guarantee  
**Registered in England:** Company Number 10760863  
**Registered Office:** Whybridge Junior School, Rainham, Essex, RM13 7AH  
[www.hornchurchacademy.org](http://www.hornchurchacademy.org)

## Privacy notice (how we use personal information on Get Information about Schools (GIAS))

**HORNCHURCH ACADEMY TRUST** is the data controller of the personal information you provide to us. This document provides the governance with an insight into how information about you is used within the Trust.

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

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and postcode)
- governance details (such as role, start and end dates and governor ID)

### Why we collect and use this information

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

We collect and use governance information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) to facilitate effective governance and communication within the Trust

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 purpose **a)** named above in accordance with the legal basis of **Legal Obligation**

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.

In addition, concerning any special category data:

- Article 6 "lawfulness of processing"
- Article 9 "processing of special categories of personal data"

## Collecting this information

We collect personal information via information/contact forms.

Governance roles data is essential for the 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 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.

## Storing this information

Personal data relating to governance at Hornchurch Academy Trust is stored in line with the Trust's GDPR Data Protection Policy.

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 <https://hornchurch.s3.amazonaws.com/uploads/document/HAT-Data-Retention-Policy-2021-23.pdf?t=1626959935>

## Who we share governance information with

We routinely share this information with:

- Hornchurch Academy Trust schools
- Our local authority
- The Department for Education (DfE)

## Why we share school governance information

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

### Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### 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 individuals in governance roles with the Department for Education (DfE) under the requirements set out in the [Academies Trust Handbook](#)

## Requesting access to your personal data

Under data protection legislation, the school workforce has the right to request access to information about them that we hold. To make a request for your personal information, contact the CEO.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## **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 CEO.

## **Further information**

If you would like to discuss anything in this privacy notice, please contact the CEO.

## How government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## How government uses your data

The governance data that we lawfully share with the DfE via GIAS will:

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

## Data collection requirements

To find out more about the requirements placed on us by the 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 DfE and education establishment users with a DfE Sign-in 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, unless the law allows it.

## How to find out what personal information DfE hold about you

Under the terms of the 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

If you want to see the personal data held about you by the department, you should make a subject access request (SAR). 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 DfE: <https://www.gov.uk/contact-dfe>.

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**Governance GDPR Privacy Notice Declaration**

**I have received, read and understood the Hornchurch Academy Trust Governance  
Privacy Notice**

**Name .....**

**Signed.....**

**Date .....**