

## Lincoln Anglican Academy Trust

### Privacy notice for Directors and Local Board Members: those involved with our schools on a voluntary basis

LAAT has the legal right and a legitimate interest to collect and process personal data relating to those who work with LAAT on a voluntary basis, in the capacity of Director and/or Local Board Member. We process personal data in order to meet the requirements set out in UK academy and safeguarding law, including those in relation to the following:

- Academy Funding Agreement and Articles of Association
- Academy's legal and statutory framework
- Safeguarding Vulnerable Groups Act 2006
- The guidance "Keeping Children Safe in Education"
- The Childcare (Disqualification) Regulations 2009

This personal data includes identifiers such as names, contact details and date of birth.

If Directors and Local Board Members fail to provide their personal data, there may be significant consequences, including the failure to meet legal compliance. Personal data is only sought from the data subject. No third parties will be contacted to obtain Directors' or Local Board Members' personal data without the data subject's consent unless the law requires the Trust to do so.

In accordance with the above, Directors' and Local Board Members' personal data is used for the following reasons:

- Legislative compliance
- Safeguarding and Safer Recruitment requirements
- Governance administration and processes

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- The relevant local Council in the areas we operate
- the Department for Education (DfE)

Where necessary, third parties may be responsible for processing Directors' and Local Board Members' personal information. Where this is required, LAAT places data protection requirements on third party processors to ensure data is processed in line with Directors' and Local Board Members' privacy rights.

Directors' and Local Board Members' personal data is retained in line with the Records Management Policy.

Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, will not be retained indefinitely and complies with the Records Management standards.

103 Newport • Lincoln • LN1 3EE

Telephone: 01522 50 40 14

Website: [www.thelaat.co.uk](http://www.thelaat.co.uk) E-mail: [enquiries@laat.co.uk](mailto:enquiries@laat.co.uk)

The Lincoln Anglican Academy Trust Ltd is a registered company in England and Wales No 8737412

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request in writing access to the personal data that LAAT holds.
- Request in writing that your personal data is amended.
- Request in writing that your personal data is erased.
- Request in writing that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Directors and Local Board Members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how LAAT processes their personal data.

If you require further information about how we and/or the DfE store and use your personal data, please visit <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data> or address your query in writing to the HR Team at HR@laat.co.uk.

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**Declaration**

Please return to LAAT's Governance Officer.

I (name) \_\_\_\_\_ declare that I understand:

- LAAT has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data required by LAAT
- LAAT may share my data with the DfE and the relevant LA.
- LAAT will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with LAAT's Records Management Policy.
- My rights to the processing of my personal data.

**Name of Director/Local Board Member:** \_\_\_\_\_

**Signature of Director/Local Board Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_