

INCLUSIVE | MULTI ACADEMY TRUST

PRIVACY NOTICE FOR GOVERNORS, TRUSTEES AND OTHER VOLUNTEERS

DOCUMENT DETAIL	
Approving Body	Trust Board
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Updated using DfE model templates	

Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the Trust in a governance or voluntary capacity, including governors, trustees and other volunteers, including how we use this information for the Department for Education's Get Information about Schools (GIAS) service.

The Inclusive Multi Academy Trust is the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Andrew Chappell (see 'Contact us' below).

The categories of governance information that we process include:

We process data relating to those governing or volunteering at our Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- 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, as recorded on the Department for Education's Get Information about Schools (GIAS) service)
- references
- evidence of qualifications
- employment details
- information about business and pecuniary interests

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This may include information about (where applicable):

- race, ethnicity, religious beliefs, sexual orientation and political opinions
- disability and access requirements

Why we collect and use this information

The personal data collected is essential, in order for the Trust to fulfil its official functions and meet legal requirements. The purpose of processing this data is to support the Trust to:

- establish and maintain effective governance
- meet statutory duties for publishing and sharing governors'/trustees' details, including via the Department for Education's Get Information about Schools (GIAS) service
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- undertake equalities monitoring
- ensure that appropriate access arrangements can be provided for volunteers who require them

Use of your personal information for marketing purposes

Where you have given us consent to do so, the Inclusive Multi Academy Trust may send you marketing information by email or text promoting Trust events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these texts and/or emails at any time by contacting our Data Protection Officer.

Our legal basis for using this 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

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 have legitimate interests in processing the data

All academy trusts have a legal duty to provide governance information for the Department for Education's Get Information about Schools (GIAS) service, under the requirements set out in the academy trust handbook. Where we process special category data (such as information about race, ethnicity, religion or disability), we do so in accordance with Article 9 of the UK GDPR, most commonly relying on the conditions for reasons of substantial public interest or equality of opportunity monitoring.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Collecting governance information

We collect personal information via governor/trustee nomination and appointment forms, and directly from you when you take up a voluntary role with the Trust.

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Storing governance information

Personal data is stored in accordance with our Data Protection Policy. For more information on our data retention schedule and how we keep your data safe, please read our Data Protection and Data Records Management and Retention Policies, available [on our website](#).

We maintain an electronic file to store personal information about all governors, trustees and volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the Trust.

When your relationship with the Trust has ended, we will retain and dispose of your personal information in accordance with our record retention schedule.

Who we share governance information with

We routinely share this information with:

- government departments or agencies, including the Department for Education (DfE), to meet our legal obligations to share information about governors/trustees

- our local authority, to meet our legal obligations to share certain information with it, such as details of governors
- suppliers and service providers, to enable them to provide the service we have contracted them for, such as governor/trustee support
- professional advisers and consultants
- employment and recruitment agencies
- police forces and courts

Why we share governance information

We do not share information about you with anyone without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary and it complies with data protection law, we share information with the organisations listed above to comply with our legal obligations or to carry out a task in the public interest.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the DfE, under the requirements set out in the academy trust handbook.

All data is entered manually on the Get Information about Schools (GIAS) service and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' below.

Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact our Data Protection Officer, Andrew Chappell.

Your rights include:

- the right to be informed about the collection and use of your personal data (the 'right to be informed')
- the right to ask us for copies of your personal information (the 'right of access', also known as a subject access request or SAR)
- the right to ask us to change any information you think is inaccurate or incomplete (the 'right to rectification')
- the right to ask us to delete your personal information (the 'right to erasure')
- the right to ask us to stop using your information (the 'right to restriction of processing')
- the right to object to processing of your information, in certain circumstances
- rights in relation to automated decision-making and profiling
- the right to withdraw consent at any time, where relevant
- the right to complain to the Information Commissioner's Office if you feel we have not used your information in the right way

There are legitimate reasons why we may need to refuse an information rights request, depending on the reason we are processing your data. For example:

- the right to erasure does not apply when the lawful basis for processing is legal obligation or public task
- the right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests

- the right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests; and where the lawful basis is consent, you do not have the right to object, but you do have the right to withdraw consent

If you have a concern about the way we are collecting or using your personal data, you should raise this with us in the first instance, or you can raise it directly with the Information Commissioner's Office (see 'Complaints' below).

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](#)

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the [How Government uses your data](#) section of this notice.

Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent at any time. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Protection Officer, Andrew Chappell, at dpo@inclusivemat.co.uk.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in July 2026.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Andrew Chappell -- dpo@inclusivemat.co.uk

How Government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authorities, 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 DfE 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 (DSI) account who need to see it in order to fulfil their official duties. The information is for internal purposes only and is not shared beyond the DfE unless the law allows it.

How to find out what personal information the DfE holds about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- 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 DfE, you should make a subject access request (SAR).

To contact DfE, go to <https://www.gov.uk/contact-dfe>