



The First Federation Trust Data Privacy Notice for Governance Volunteers

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Trust Review cycle:	Annual
Trust Next review due by:	July 2027

If you are reading a printed version of this document, you should check the First Federation Trust website policies area.

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

Data Protection Officer: **Data Protection Education**

Telephone: 0800 0862018

Email: dpo@dataprotection.education

If you would like a copy of any documentation, please contact the Trust office:

admin@firstfederation.org.uk

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Purpose of this document

[School / Trust Name] is a data controller for the purposes of UK data protection law.

This privacy notice explains how we collect, use, store and share personal information relating to governance volunteers.

Under the Data Protection Act 2018 and the UKGDPR, individuals have a right to be informed about how their personal data is used.

The categories of governance information we collect

We may collect, use, store and share the following categories of information:

- name, title and contact details;
- photographs (directors/trustees only)
- address and date of birth;
- governance role information;
- appointment and term information;
- committee memberships and attendance records;
- declarations of business and pecuniary interests including close family members;
- personal companies house codes (directors/trustees only)
- related party information;
- training and development records;
- governance correspondence and meeting participation records;
- complaints, disciplinary or conduct information where relevant;
- identity verification documents;
- DBS and safeguarding suitability information;
- information about medical or health conditions, that we need to know about, including whether you have a disability for which the Trust needs to make reasonable adjustments*
- digital account and access information where Trust systems are used; and
- CCTV images where individuals attend school/trust premises.

Why we collect and use this information

We use governance information to:

- fulfil legal and regulatory obligations;

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- support effective governance and oversight;
- maintain records of governance appointments and attendance;
- support safeguarding and wellbeing oversight;
- manage conflicts of interest and related party transactions;
- provide governance training and development;
- communicate regarding governance business;
- maintain the security of systems and premises; and
- comply with Department for Education, Companies House (directors/trustees only) and Charity Commission requirements.

Our lawful basis for using this information

We process governance information under the following lawful bases:

- Article 6(1)(c) UKGDPR – legal obligation;
- Article 6(1)(e) UKGDPR – public task;
- Article 6(1)(f) UKGDPR – legitimate interests, where applicable; and
- Article 9 UKGDPR conditions for special category data where required.

Where criminal offence information such as DBS data is processed, this is carried out in accordance with Schedule 1 of the Data Protection Act 2018.

Automated processing and digital systems

The school/trust may use digital governance systems and AI-assisted administrative tools to support governance administration, communication and record management.

Any significant decisions affecting individuals will involve appropriate human oversight.

Collecting governance information

Most governance information is provided directly by governance volunteers, although some information may also be obtained from:

- the Department for Education;
- local authorities;
- Disclosure and Barring Service checks;
- Trust governance team;
- training providers; and
- regulatory or safeguarding bodies.

Storing governance information

We hold governance information securely in accordance with our retention schedule and records management procedures.

We use appropriate technical and organisational security measures to protect personal information.

Who we share governance information with

We may share governance information with:

- the Department for Education;
- local authorities;
- Dioceses of Bath & Wells, Exeter and/or Salisbury
- the Charity Commission;
- Companies House;
- GovernorHub Knowledge;
- safeguarding agencies;
- auditors, insurers and legal advisers;
- governance support providers;
- IT and cloud service providers acting on our behalf;
- our Trust and school communities; and
- regulators and law enforcement bodies where required.

Some governance information may be published where required by law or guidance, including on the schools/trust website or Get Information About Schools (GIAS).

International transfers

Some service providers may process information outside the United Kingdom. Where this occurs, appropriate safeguards will be implemented in accordance with UK data protection law.

Your rights

Under data protection law, you have rights including:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure in certain circumstances;

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- the right to restrict processing;
- the right to object to processing; and
- rights relating to automated decision-making.

Requests should be directed to the Lead Governance Professional, Hub clerks, or the First Federation office by emailing admin@firstfederation.org.uk

Concerns and complaints

If you have concerns about how your information is handled, please contact the Data Protection Officer in the first instance.

You also have the right to complain to the Information Commissioner's Office:

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

Review

This privacy notice will be reviewed annually or sooner where legislative or operational changes require updates.