

**PRIVACY NOTICE
(TRUSTEES AND GOVERNORS)**

Data Protection

POLICY DETAILS

Policy Title:	Privacy Notice – Trustees & Governors
Staff name and job title:	Mary Brindle, Chief Financial Officer
Organisation:	Endeavour Academies Trust
Policy Version Number:	1
Approved by Board of Trustees On:	February 2026
Date of Next Review:	February 2029
Distribution:	Website

POLICY REVISION AND APPROVAL HISTORY

Version	Date of review	Date of next review	Comments	Approved by
1	February 2026	February 2029	Adoption of Global Policing policy	Trustees

Trustee / Governor Privacy Notice

Who we are

Endeavour Academies Trust is the data controller for the personal information we collect and use about trustees, governors, and governance volunteers.

Data Protection Officer (DPO)

Name: Shane Williams/ Global Policing Limited

Email: Data@globalpolicing.co.uk

Telephone: 0161 510 2999

What information do we collect?

We may collect and use information such as:

- Name, address, email and telephone number.
 - Date of birth.
 - Emergency contact details (where provided)
 - Governance role details (position, term of office, committee membership)
 - Attendance at meetings and training.
 - Declarations of interest and business interests.
 - Skills audits and recruitment information
 - Safeguarding information (where relevant)
 - DBS details and suitability checks (where required)
 - Complaints / conduct information (where relevant)
 - Photographs (where used on the trust website or publicity)
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Why do we use this information?

We use this information to:

- Manage and administer governance within the trust.
 - Meet statutory duties and DfE requirements.
 - Support recruitment and appointment processes.
 - Ensure trustees/governors are suitable to work in a school environment.
 - Keep accurate records of meetings, training and decisions.
 - Maintain and publish required governance information (where legally required)
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Lawful basis for processing

We process trustee/governor information because:

- We have a legal obligation to do so.
- It is necessary for the performance of a task carried out in the public interest.
- It is necessary for the trust's legitimate interests (where appropriate, for example managing governance effectively)

Where special category data is processed (e.g. DBS information), we do so because it is necessary for safeguarding and legal obligations.

Who do we share trustee/governor information with?

We may share information with:

- The Department for Education (DfE) (e.g. GIAS where applicable)
- The Local Authority (where relevant)
- Professional advisers (legal, HR)
- Our safeguarding partners (where required)
- Our IT system providers who support governance systems.

We only share information where necessary and lawful.

How long do we keep this information?

We keep governance information in line with record retention guidance and legal requirements. Some governance records must be retained for several years after a trustee/governor leaves their role.

Your rights

You have rights including:

- Access to your personal data.
 - Correction of inaccurate data.
 - Objection in some circumstances.
 - Restriction of processing in some circumstances.
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Data Protection

Data Protection Officer

The school has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone (answerphone) 0161 212 1681
- Email datarequests@globalpolicing.co.uk
- Website www.globalpolicing.co.uk/data

If you have a concern about the way we are collecting or using 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>





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