



Believe Succeed Together

Privacy Notice (Governance)

Who we are

Eastwood Park Academy Trust (EPAT) is a cross phase multi-academy trust comprising of **The Eastwood Academy** and **Bournemouth Park Academy**.

EPAT is the organisation which is in charge of your personal information. This means that EPAT is the Data Controller.

The postal address of EPAT is: **The Eastwood Academy, Rayleigh Road, Leigh-on-Sea, Essex, SS9 5UU.**

EPAT's Data Protection Officer (DPO) is **Lauri Almond** and is contactable via igs@essex.gov.uk and 03330 322970.

If you want to contact EPAT about your personal information that we hold, you can leave a letter at Reception, send one by post or e-mail an academy directly using one of the e-mail addresses below:

The Eastwood Academy – enquiries@eastwood.southend.sch.uk

Bournemouth Park Academy - office@bournemouthpark.southend.sch.uk

EPAT processes personal data relating to those in Governance roles within EPAT. This is to assist in the running of the Trust.

The categories of information that we collect, process, hold and share include:

- Personal information (such as name, DOB).
- Special categories of data including characteristics information (such as gender, age).
- Address information (such as the known contact address to direct correspondence to).

We also process special categories of personal data that may include:

- Criminal convictions data.
- Civil and criminal proceedings, outcomes and sentences.

Why we collect and use this information

We use school workforce data to:

- Comply with our legal requirements.
- Enable the development of a comprehensive picture of the Governing Board and its strengths.
- To contact you directly when you are not on the premises.

The lawful basis on which we process this information

We collect and use information under Article 6 and Article 9 of the GDPR, this enables the school to process information such as Departmental Censuses under the Education Act 1996 and other such data processes that relate education provision.

Collecting and using this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold governance data in line with our Data Retention Guidelines, which are available upon request.

Who we share this information with

We routinely share this information with:

- The Department for Education (DfE).
- Companies House (where applicable).
- The Local Authority (where applicable).

Why we share Governance information

We do not share information about Members, Trustees and Local Governors with anyone without consent unless the law and our policies allow us to do so.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

Companies House

We share personal data with Companies House on a statutory basis to ensure compliance with the Companies Act 2006.

Local Authority

We share personal data with Southend Local Authority in order to provide training to Governors.

Data collection requirements

The DfE collects and processes personal data relating to those who act on behalf of the schools (including multi academy trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including pupil referral units and alternative provision).

To find out more about the data collection requirements placed on us by the DfE, including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the academy directly.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way EPAT is 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 directly at <https://ico.org.uk/concerns/>