Privacy Notice – Governance

How we use information about individuals involved in governance

Version	Date	Author	Summary of Changes
6.0	Sept 2026	CJO	Page 2 – Addition of new section 'How we use artificial intelligence (AI)
5.0	Aug 2026	CBR	Page 1 - added reference to collecting diversity data Page 2 – added reference to GovernorHub
Earlier versions available on request.			

Purpose of this Privacy Notice

For those involved in governance at The Mead Educational Trust, we need to collect and use some information about you. We do this for a number of reasons. This privacy notice tells you what information we collect and use about you and why we use it. It is very important that information about you is kept safe and we explain in this privacy notice how we do this.

We also have a **Trust Data Protection Lead** and an external **Data Protection Officer** (DPO) service. They can answer questions you have about what the Trust does with your information. Please see the end of this privacy notice for their contact details.

Policy Statement

During an individual's time with us, we will use information that we gather in relation to them for various purposes. Information that we hold in relation to individuals is known as their **personal data**. We might also need to continue to hold an individual's personal data for a period of time after they have left the Trust. Anything that we do with an individual's personal data is known as **processing**.

Our use of personal data is covered by a set of rules called the General Data Protection Regulation (GDPR). These rules were brought into UK law in the Data Protection Act 2018.

This privacy notice tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What information do we collect and use about those involved in governance?

We collect many different categories of information, for example:

- Personal information (name, previous names, date of birth, country of birth, nationality, address, home and mobile numbers, personal email address).
- Diversity data (gender, sex, ethnic group, religion, sexual orientation, education level, long term medical conditions)
- Current governance position within the Trust (type, term of office, any specific positions held on the academy council/board).

- Current governance positions elsewhere.
- Information about business and pecuniary interests.
- Signed governance Declaration Forms.
- Clearance via DBS check.
- Information provided as individuals as part of an application for appointment (e.g. profile, employment details, references).
- Publicly available online information may be reviewed during governance recruitment, in line with KCSIE, to meet safeguarding obligations. Only relevant data will be collected and handled securely.
- Meeting attendance records.
- Training records.
- Skills audit records.
- Photos of Members and Trustees.

Why we collect and use this information

We use the information to:

- Establish and maintain effective governance.
- Meet statutory obligations for publishing and sharing details of those involved in governance.
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils.
- Keep you informed of news about the school/Trust.

How we use artificial intelligence (AI)

We may use artificial intelligence (AI) tools and systems to help staff carry out their work and support the services we provide. These tools are used in line with data protection legislation and our internal data protection, governance and risk management checks and approval processes. Where AI tools process personal data, this is done under the principles of fairness, transparency, and accountability, and only where a lawful basis applies. We do not use AI tools and systems for automated decision-making that has legal or similarly significant effects on individuals.

The legal basis for using this information

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 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).

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 will 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.

Storing your personal data

Personal data is stored in accordance with our Data Protection Policy.

Personal information about all those involved in governance is stored securely on the TMET system and in GovernorHub, the governance platform the Trust uses. Your personal information is only used for purposes directly relevant to your activities with the school/Trust.

When your relationship with the school/Trust has ended, we will retain and dispose of your personal information in accordance with our Data Retention Policy.

Keeping your information safe

It is very important that only people who need to use your information can see it. The school keeps your information safe by:

- Securing our buildings and checking all visitors.
- Providing staff with lockable draws and cupboards so that information is locked away.
- Disposing of confidential paper documents safely by shredding them.
- Having secure electronic storage of information.
- Reminding staff to ensure that they are not overheard or their monitor is not viewed by anyone not authorised to know or see information about you.

Sharing your personal data

We do not share information about you with any third party 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 may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about those involved in governance.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governance support (e.g. National Governance Association, GovernorHub).
- Professional advisers and consultants, to enable them to provide the service for which we have contracted them.

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis on which we are using the information, you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing: please contact the Data Protection Lead.

The right to be informed

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have the following rights.

The right of access to your personal data
You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data you can contact the Trust Data Protection Lead (whose details can be found at the end of this privacy notice).

Other rights
You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it or to provide it in an electronic format that you can give to someone else. For some personal data, if we are subjecting it to automated decision making, then you have the right to object to this.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Lead.

Who to contact

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller.** All members of TMET staff work for the data controller.

If you have a data protection query, we recommend that you contact the **Data Protection Lead**:

Trust Data Protection Lead:	Cathy Brown
Email address:	dpo@tmet.uk
Contact number:	0116 214 3148
Contact address:	The Mead Centre, 343 Gipsy Lane, Leicester, LE4 9DD

Schools/trusts are also required to have someone called a **Data Protection Officer or DPO**. The DPO advises the Trust about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO:	GDPR Sentry Limited
email address:	support@gdprsentry.com
Contact number:	0113 804 2035
Contact address:	Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you have any questions about this privacy notice, please contact the Trust Data Protection Lead or the Data Protection Officer.

Concerns

If you have a concern about the way we are collecting or using your personal data, we request 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/ or call 0303 123 1113.