

## Privacy notice for Trustees and local governors

As a Trustee or governor at Endeavour MAT or one of its schools it is necessary to collect a range of information. This ranges from personal information to enable the Trust to apply for a DBS check, to allow you access to our IT systems and to provide governance information to the government.

### The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and postcode, National Insurance number)
- governance details (such as role, start and end dates and attendance at meetings)
- information that may constitute a conflict of interest including:
  - employer
  - details of other organisations that governors may have a relationship with
  - details of any relationships with any other members of staff or governors within the Trust
  - details of any relationships that close members of family may have with organisations that may have dealings with the Trust

### Why we collect and use governance information

The personal data collected is essential, in order for the school, academy or academy trust to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) to allow governors access to IT and site entry systems.

Under the [UK General Data Protection Regulation \(GDPR\) 2018](#), the legal bases we rely on for processing personal information for general purposes are:

- for the purpose a) named above in accordance with the legal basis of legal obligation
- for the purpose b) name above in accordance with the legal basis of contractual obligation

All academy trusts, under the [Academies Financial Handbook academy trust handbook](#) have a legal duty to provide the governance information as detailed above.

## Collecting governance information

We collect personal information via our Governor/Trustee Data Collection Form. Governance roles data is essential for the school, academy or academy trust's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK-GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## Storing governance information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please ask the Clerk/Head of Governance and Compliance for a copy of the Trust's Data Retention Policy.

## Who we share governance information with

We routinely share this information with:

- Companies House (Trustees only)
- the Department for Education (DfE) (via GIAS as described below)
- External auditors (only name and related party information)

## Why we share governance information

Under the requirements set out in the [Academies Financial Handbook academy trust handbook](#) academy trusts are required to share information with the following parties:

### Department for Education (DfE)

The government has implemented a national database, Getting Information About Schools (GIAS), of all those involved in school governance as part of its drive to increase transparency on who governs schools and to enable DfE to more quickly and accurately identify individuals who have a role in governance. It will also help boards as well as DfE to identify more easily where individuals govern in more than one context.

Academy trusts are required to provide information about their governors, members and trustees/directors as well as (in the case of MATs) those sitting on local governing bodies. The data held in GIAS that is publicly available is:

- Full name (including title)
- Appointing body (e.g. board, members, foundation, parents, staff etc.)
- Date of appointment
- Date term of office ends/ ended if in last year

In addition, a range of information is not publicly available but is encrypted within the system to help DfE to identify specific individuals, this information is:

- Home postcode
- Date of birth
- Previous names (if applicable)
- Direct email address (for the Chair only)

Access to this data is restricted to a small number of users who need it to fulfil their official responsibilities.

### **Companies House**

As Trustees are also company directors we are required to share the following information with Companies House:

- Full name (including title)
- Home Address (this is not published)
- Date of birth (only month and year of birth are published)
- Date of appointment
- Nationality
- Occupation

### **Auditors**

We are required to share governor names, terms of office and any related party transactions as well as any Declarations of Interest with our auditors. Governor names, related party transactions and the number of meetings attended are published in the annual audit report, which is a publicly available document.

### **Trust/School Websites**

Governor names, terms of office and declarations of interest are published on the Trust and relevant school websites.

## **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 Trust's Data Protection Officer at [dpo@endeavour-mat.co.uk](mailto:dpo@endeavour-mat.co.uk)

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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 (ICO) at [Information Commissioner's Office](#).

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.

## **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 on 23rd July 2025.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact the Trust Data Protection Officer at [dpo@endeavour-mat.co.uk](mailto:dpo@endeavour-mat.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 authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (DfE) to be able 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 Department for Education (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 Department for Education (DfE) and education establishment users with a Department for Education (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 not shared beyond the Department for Education (DfE) unless the law allows it.

## How to find out what personal information the Department for Education (DfE) hold 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 Department for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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