Corvus Learning Trust Privacy Notice for Governors / Trustees / Members

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Statutory/Non-Statutory:	Statutory
Public/Internal:	Internal
Applies to:	The Corvus Learning Trust as a whole and to all schools in the Trust

Governors/Trustees/Members Privacy Notice:	This is a Corvus Learning Trust (the Trust) Notice that will be used for all Governors/Trustees/Members across the Trust
Purpose:	This Notice sets out important information about how the Trust collects and uses Governors/Trustees/Members personal data during the course of their appointment
Responsibility for Approval:	Executive Leadership Team
Responsibility for Updating:	Director of Operations
Related Policies/Guidance:	CLT DP04 - Data Retention Procedure
CLT DP02 - Data Protection Policy	CLT DP06 Data Rights Complaints Process
CLT DP03 - Artificial Intelligence Policy	School CCTV and Biometric Data Policy

This Privacy Notice is taken from the Data Protection Education (dpo@dataprotection.education) Best Practice Portal, Version v1.1 – 27-10-2026

1. Purpose of this Document

Corvus Learning Trust 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 Governors, Trustees and Members.

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

2. The categories of governance information we collect

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

- name, title and contact details
- address and date of birth
- governance role information
- appointment and term information
- committee memberships and attendance records
- declarations of business and pecuniary interests
- 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
- digital account and access information where school systems are used; and
- CCTV images where individuals attend school/trust premises

3. Why we collect and use this information

We use governance information to:

- fulfil legal and regulatory obligations
- 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 and Charity Commission requirements

4. Our lawful basis for using this information

We process governance information under the following lawful bases:

- Article 6(1)(c) UK GDPR – legal obligation

- Article 6(1)(e) UK GDPR – public task

Governance operates under the Academies Act 2010, the Companies Act 2006, applicable charity law, the trust's articles of association, funding agreement and the Academy Trust Handbook. Article 6(1)(c) applies to statutory company and charity duties, and Article 6(1)(e) to necessary public education and governance functions, including applicable DfE reporting and funding requirements. A funding agreement or handbook requirement is not, by itself, a statutory legal obligation.#

For necessary DBS and criminal-offence suitability checks, we rely on Article 6(1)(c) UK GDPR where a statutory duty requires the processing, or Article 6(1)(e) where necessary for our public safeguarding and governance functions. Article 10 UK GDPR and section 10(5) of the Data Protection Act 2018 additionally require domestic-law authorisation: we rely on Schedule 1, Part 2, paragraph 6 (statutory and government purposes), where processing is necessary for a function conferred by enactment or rule of law and for reasons of substantial public interest. We maintain an Appropriate Policy Document.

Enhanced DBS checks do not automatically include a children barred-list check. We request barred-list information only where the individual's activities make that check legally permissible; governance duties alone do not constitute regulated activity.

5. 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.

6. Collecting governance information

Most governance information is provided directly by Governors, Trustees or Members, although some information may also be obtained from:

- the Department for Education
- local authorities
- Disclosure and Barring Service checks
- governance clerks
- training providers; and
- regulatory or safeguarding bodies
- At the point of collection, we will explain whether information is required, the relevant statutory or contractual requirement, the possible consequences of not providing it, and whether you have a choice#

7. Storing governance information

We hold governance information securely in accordance with our retention schedule.

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

8. Who we share governance information with

We may share governance information with:

- the Department for Education
- local authorities

- the Education and Skills Funding Agency
- the Charity Commission
- safeguarding agencies
- auditors, insurers and legal advisers
- governance support providers
- IT and cloud service providers acting on our behalf; and
- regulators and law enforcement bodies where required

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

We share governance information with the Department for Education where required: under the requirements of the Academy Trust Handbook.

Governance information is entered on the Get Information About Schools service and protected by government security controls. Public and restricted fields are managed in accordance with GIAS requirements.

The governance data shared with the Department for Education helps make governance arrangements transparent, identify individuals serving in more than one governance context and, in a small number of cases, support suitability checks.

Further information is available at:

https://www.gov.uk/government/news/national-database-of-governors

and

https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

9. International transfers

Some service providers may process information outside the United Kingdom. Where this occurs, we will identify the destination and use an applicable transfer mechanism, such as UK adequacy regulations, the UK International Data Transfer Agreement or the UK Addendum to approved contractual clauses. Information about the applicable safeguard, and how to obtain a copy, is available from the Data Protection Officer.#

10. 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
- the right to restrict processing
- the right to object to processing; and
- rights relating to automated decision-making

Requests should be directed to operations@corvuslearningtrust.co.uk

11. Concerns and complaints

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

If you wish to make a complaint about how we have used your personal information, please contact the Data Protection Officer using the details on the first page or submit it electronically using dpo@dataprotection.education. We will acknowledge receipt within 30 days and take appropriate steps to investigate and respond without undue delay. You also have the right to complain to the Information Commissioner's Office at https://ico.org.uk/make-a-complaint/data-protection-complaints/. You may contact the ICO without first completing our complaints process.

Our Data Rights Complaints Process (CLT DP06) is available at Corvus Learning Trust - Policies and Statements. It explains how to complain, including electronically, and the response times. We will acknowledge receipt within five days, investigate without undue delay, keep you informed of progress and communicate the outcome without undue delay. The five day period is for acknowledgement, not a fixed deadline for the final response.

12. Review

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