



The Island Learning Trust

Privacy Notice for The Island Learning Trust Members, Trustees and Governors

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

TILT collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 (DPA 2018), Data (Use and Access) Act 2025 (DUAA) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is outsourced and contactable via the school office.

Information collected by us

We process data relating to our governors, trustees and members. We collect the following personal information when you provide it to us:

- Personal information (such as name, address, contact details, date of birth)
- Characteristics (such as gender, age, ethnic group)
- Governance details (such as role, start and end dates, attendance data)
- Information about business and pecuniary interests
- Recruitment information (such as information included in a CV or cover letter or as part of the application process)
- Criminal Record Information
- Photographs
- CCTV footage
- Data about your use of the school's/TILT's information and communications systems

How we use your personal information

We use your personal information to:

- Promote effective governance within the School/Trust
- Promote effective communication within the School/Trust
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Ensure the safety and welfare of our staff and students
- Meet statutory obligations for publishing and sharing member, trustee and governor details
- Inform financial audits of the school

How long your personal data will be kept

We will hold your personal information securely until you leave your voluntary role, after which the information is archived or securely destroyed in accordance with our retention policy.

Reasons we can collect and use your personal information

We only collect and use your personal information about you when the law allows us to. Most commonly, we use it where we need to:

- To comply with a legal or statutory obligation
- Carry out tasks 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 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.

Who we share your personal information with

- Department for Education (DfE) – to meet our legal obligation in providing information about governors/trustees/members
- The relevant local authority – to meet our contractual obligations to share certain information with it, such as governor services
- Our regulator – Ofsted, the organisation that supervises us, under whom we have a legal obligation and a public interest to provide governor/trustee/member information
- Our auditors – to meet our legal obligations to share data in order to ensure compliance to relevant legislation
- Security organisations – to meet our legal obligations to share information where appropriate, such as safeguarding concerns
- Professional advisors and consultants – to meet our public task obligations in providing quality governance across the Trust

We will share personal information with law enforcement or other authorities if required by applicable law.

The DfE collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the DfE under the requirements set out in the [Academies Financial Handbook academy trust handbook](#).

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

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

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 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.

Your Rights

Under the UK GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact the Central Team in the Trust Hub Office.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact the Data Protection Officer via the Central Team in the Trust Hub Office to exercise any of your rights.

If you have any concerns about how we collect, use, or handle your personal data, please contact us in the first instance so we can try to resolve the matter.

You can make a complaint:

- By email: admin@TILTrust.org (please state “Data Protection Complaint” in the subject of the email along with the relevant school’s name)
- By post: FAO Data Protection Officer, **[School name]**, c/o The Island Learning Trust, Brecon Chase, Minster, Kent ME12 2HX
- By phone: 01634 606458 (option 4 for Trust Office)

We will acknowledge your complaint within 30 calendar days and aim to respond without undue delay.

If you remain dissatisfied with our response, you have the right to complain to the **Information Commissioner’s Office (ICO)**:

<https://ico.org.uk/make-a-complaint/>

Full details of our data protection complaints process are available in our Data Protection Complaints Policy, available on request.

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>

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Next Review:	April 2027