



# LUX MUNDI

LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

## **Privacy Notice for Governors**

### **Who processes your information?**

The Lux Mundi Trust is the data controller of the personal information you provide to us. This means the school will determine the purposes for which, and the manner in which, any personal data relating to Governors is to be processed.

There may be times when it is necessary to share your personal data with a third party, this will only be done with your explicit consent, unless there is a legal requirement for the school to share your personal data.

### **Why do we collect and use your information?**

The Lux Mundi Trust collects your personal data is to help us run the school by

:

Establishing and maintaining effective governance

Meeting our statutory obligations for publishing and sharing governors' details

Facilitating safe recruitment, as part of our safeguarding obligations towards pupils

Undertaking equalities monitoring

Ensuring that appropriate access arrangements can be provided for Governors who require them

### **Which data is collected?**

The categories of Governor information that the school collects, holds, and shares include the following:

Contact details

References

Evidence of qualifications

Employment details

Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

Race, ethnicity, religious beliefs, sexual orientation and political opinions

Disability and access requirements

### **How long is your data stored for?**

Personal data relating to Governors of The Lux Mundi Trust is stored in line with the school's UK GDPR Policy.

In accordance with the UK GDPR, the school does not store personal data indefinitely; data is stored only for as long as necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

The Lux Mundi Trust will 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 governors/trustees  
Our local authority – to meet our legal obligations to share certain information with it, such as details of governors  
Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support  
Professional advisers and consultants  
Employment and recruitment agencies  
Police forces, courts

### **What are your rights?**

Governors have the following rights regarding the processing of their personal data.

You have the right to:

- Be informed about how the school uses your personal data.
- Request access to the personal data that The Lux Mundi Trust holds.
- Request that your personal data be amended if it is inaccurate or incomplete.
- Request that your personal data be erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way The Lux Mundi Trust is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9 am-5 pm.

### **Where can you find out more information?**

The School's Data Protection Officer can be contacted at [dpo@specialistredactionservice.co.uk](mailto:dpo@specialistredactionservice.co.uk)