



Privacy Notice for Aquinas Advisory Council Members

FROM APRIL 2026

Aquinas Church of England Education Trust





Policy control			
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Responsibility		Data Protection Officer	
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Version	Date	Author	Note of revisions
V1	03/09/24	MCA	Placed in new house style following the school bus template
V2	13/10/25	MCA	Inclusion of the use of governance management system
V3	30/04/26	MCA	Updated to reflect The Data (Access and Use) Act 2025



Privacy notice for Aquinas Advisory Council Members

This privacy notice is for Aquinas Advisory Council Members who volunteer for the Aquinas Advisory Council (AAC) for **Bishop Ridley Church or England Primary School** (the Academy) part of **AQUINAS Church of England Education Trust** (the Trust).

The Academy collects data and information about volunteers who support the Academy so that we can comply with our health and safety and safeguarding responsibilities. This privacy notice explains how and why we collect data from our volunteers, what we do with it and what rights you have in relation to the personal data and information collected.

Privacy Notice (How we use your information)

We are a Church of England secondary academy and part of the Trust, which is the data controller for the purposes of General Data Protection Regulation (GDPR). The Trust is a charitable company limited by guarantee under company number 07525735. The Trust's offices are at Magpie Hall Lane, Bromley BR2 8HZ. For further information of the Trust please see www.aquinastrust.org.

Although you are an AAC member at the Academy, it is the Trust which is ultimately responsible for safeguarding and health and safety at the Academy. Consequently, the Trust acknowledges its obligations to you under the data protection legislation in relation to your personal data and is committed to the principles of data protection as detailed in the Trust's Data Protection Policy.

Why do we collect and use your information?

We collect and use your information under the following lawful bases:

- a. where we have the consent of the data subject (Article 6 (a));
- b. where it is necessary for compliance with a legal obligation (Article 6 (c));
- c. where processing is necessary to protect the vital interests of the data subject or another person (Article 6(d));
- d. where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 (e)).
- e. where it is necessary for the purpose of recognised legitimate interests. This condition is lawful basis for the Trust in limited public interest conditions such as the sharing of information for the safeguarding of children, for the prevention, detection or investigation of a crime, emergency response or to support another organisation's public interest task.

Where the personal data we collect about you is sensitive personal data, we will only process it where:

- a. we have explicit consent;
- b. processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and / or
- c. processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.



Please see the Trust's Data Protection Policy for a definition of sensitive personal data.

We use your data to support our statutory functions of running a school and in order to meet the Trust's responsibilities, in particular:

- a. for the protection and welfare of pupils and others in the Academy;
- b. for the safe and orderly running of the Academy.
- c. for the administration and business functions of the Academy.

The categories of AAC member information that we collect, hold and share includes:

- a. Personal information (such as name, address, email contact details, Business Interest Declarations for both members and their close relatives);
- b. Governance information (such as role, start date, end date, declarations and training)
- c. Photographs taken for the academy website
- d. Recording of DBS numbers
- e. CCTV footage.

We collect information about you when you join the AAC and it is updated during your four-year membership as an AAC member at the Academy as and when new information is acquired or created. We may also ask you to review some of the personal information we hold to ensure that it is accurate.

Collecting information about AAC members

Most of the information you provide to us on a voluntary basis. You have provided this information to us through:

- Completing your Trustee application form
- Undertaking your DBS check
- Completing your annual declarations
- Undertaking training
- CCTV footage

Governance roles data is essential for the Trust's operational use. Whilst most of the information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. Where appropriate, we will ask you to consent to processing personal data where there is no other lawful basis for processing it. Where you have given consent for the processing of personal information for a specific purpose, you are entitled to withdraw consent at any time.

In addition, we also use CCTV cameras around the Academy's site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or to investigate other issues. CCTV footage will only be processed to the extent that it is lawful to do so. Please see our CCTV policy for more details.

Storing AAC data

We hold personal data in accordance with the Trust's Document Management and Retention



Policy.

A significant amount of personal data is stored electronically, for example, on our database and in the Trust's governance information management system. Some information may also be stored in hard copy format.

Data stored electronically will be saved on VSL On Premises to Cloud backup. Veeam Endpoint is used to back up server data to a local NAS for faster recovery. All data storage centres are located within the UK and Europe. The contracts with these providers contain the necessary provisions to ensure the security of personal data. All data is backed up and measures are in place to protect the data from cyberattacks and ransomware.

Who do we share your information with?

From time to time, we may also need to share your information other third parties including the following:

- National Governors Association
- Disclosure and Barring Service
- Department of Education;
- Education and Skills Funding Agency;
- local authority, London Borough of Bromley and East Sussex County Council;
- Diocese of Rochester;
- Ofsted;
- SIAMs.

Some of the above organisations may also be Data Controllers in their own right in which case we will be jointly controllers of your personal data and may be jointly liable in the event of any data breaches.

In the event that we share your personal data with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

Why we share your information

We do not share information about you with anyone without consent unless the law allows us to do so. We are required to share information about our governance roles with our LA and the DfE under legislation. Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies. All governance data required by the DfE is entered manually on the GIAS system and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, which is available by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

How does the government use your data?

The governance data that we lawfully share with the DfE via GIAS will:

- Increase the transparency of governance arrangements.
- Enable schools and the DfE to quickly and accurately identify individuals who are involved in governance and who govern in more than one context.



- Allow the 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.

You can find out more about the requirements placed on the Trust by the DfE, including the data we share with them, via this website:

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

Some of this personal data is not publicly available and is encrypted within the GIAS system. Access is restricted to authorised DfE and education establishment users with a DfE Sign-in account who need to see it to fulfil their official duties. The information is for internal purposes only and is not shared beyond the DfE, unless the law allows it to be.

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> .

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe> .

Requesting access to your personal data from us

Under data protection legislation, you have the right to request access to information we hold about you ("Subject Access Request"). To make a request for your personal data contact one of the following; although any written request for personal data will be treated as a Subject Access Request.:

The Trust's Data Protection Officer: Mary Capon by writing to her at Aquinas Trust, Magpie Hall Lane, Bromley BR2 8HZ or emailing her at info@aquinatrust.org and inserting 'subject access request' in the subject box.

Subject to the section below, the legal timescales for us to respond to a Subject Access Request is one calendar month. As we have limited staff resources outside of term time, we encourage you to submit Subject Access Requests during term time and to avoid sending a request during periods when the Academy is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. For further information about how we handle Subject Access Requests, please see our Data Protection Policy.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;



- object to decisions being taken by automated means subject to the Trust's Data Protection Policy;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of our data protection responsibilities.

How to withdraw

How to withdraw consent - Where we process your data on the basis of consent, you have the right to withdraw your consent at any time. To withdraw your consent, you can contact the Headteacher, and academy Data Protection Lead, Stuart Keep at admin@bishop-ridley.bexley.sch.uk. You are not required to provide a reason for withdrawing consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting the Trust's data protection officer. Alternatively, you can contact directly the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Complaints

If you have concerns about how we use your personal data or wish to make a complaint about our compliance with data protection law, you should contact the Trust data protection officer (DPO) in the first instance.

Email: info@Aquinastrust.org

Post: Data Protection Officer, Aquinas Church of England Education Trust, Magpie Hall Lane, Bromley BR2 8HZ

We take all data protection complaints seriously and will follow the procedure and investigate them in accordance with our Data Protection Policy

Updating this privacy notice

We made need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

How can you find out more information?

If you have any queries regarding this notice or the use of your personal information, please contact the Trust's data protection officer, Mary Capon, who can be contacted by writing to her at The Trust's offices are at Magpie Hall Lane, Bromley BR2 8HZ, by emailing info@aquinastrust.org or calling 0203949 7000.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website at www.aquinastrust.org and the Gov.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our Data Protection Policy and Records Management Policy from our website.