



# Castleford Trust Privacy Notice for Trustees and Governors

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## 1. Introduction

The Trust collects and processes your personal data as a trustee or governor of the Trust or a Trust academy. We will process your personal data in accordance with the relevant legislation, and not disclose your personal data to any other third party, unless allowed or required to do so under the relevant legislation.

This notice explains what personal data we hold about you, how we collect, store and use personal data about you.

Our Trust:  
Castleford Trust  
Ferrybridge Road  
Castleford  
WF10 4JQ

is the 'data controller' for the purposes of UK data protection law. In this notice "we" and "us" mean Castleford Trust.

Our Data Protection Officer is Andrea Hewson (see 'contact us' below).

## 2. The categories of information we collect

We collect the following personal information when you provide it to us:

- Personal information such as name, email, telephone number and address.
- Compliance information such as the right to work in the UK, section 128 checks, confirmation of DBS checks and records of business and pecuniary interests.
- Skills and experience such as occupation, information provided during skills audits.
- Participation information such as attendance at meetings, number of absences, records of participation in minute meetings.

## 3. Why we collect and use workforce information

We use this information to:

- Communicate with trustees and/or governors about the operation of our organisations.
- Comply with legislative and statutory requirements to the recording and publication of information about or governance arrangements.
- Maintain records of the skills and experience of our trustees and/or governors for monitoring and analysis.
- Comply with the law regarding data sharing.



#### 4. The lawful basis on which we use this information

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

- The processing is necessary because of a legal obligation e.g. we are legally required to register trustees as company directors with Companies House.
- The processing is necessary for administering justice, e.g. for exercising statutory, governmental or other public functions e.g. we are required by statute to maintain records of board and academy governor meetings and to publish certain information about trustees and governors on our website and to the Department for Education.
- The processing is in line with the “legitimate interests” condition e.g. we maintain records of trustee and/or governor skills and experience audits to enable us to plan appropriate training and development opportunities.

#### 5. Collecting Information

Whilst the majority of the information you provide to us is mandatory, some of it may be provided to us on a voluntary basis. In order to comply with GDPR, we will inform you whether you are required to provide certain information to us if you have a choice in this.

#### 6. Storing your data

We hold the majority of our data for the duration of your term of office and in line with the Trust’s Document Retention Schedule, including the retention of minutes of board and committee meetings and attendance details.

#### 7. Who we share your information with

We routinely share your information with:

- Other members of the same committee e.g. between board members and other members of the same academy governing body.
- Our HR department, for the purposes of seeking your involvement in grievance, disciplinary, performance management or appeals panels.
- The DfE.
- Companies House and auditors in the case of trustees.
- The provider of clerking and academy training and development services.
- The wider public via our Trust and school websites.

#### 8. Why we share your information

We do not share information about our trustees and/or governors with anyone without consent unless the law and our policies allow us to do so.

We share email addresses between members with the same committee (i.e. between members of the board of trustees or between members of the same academy board of governors) to facilitate communication between members of the group.

We share trustee or governor contact details with our internal HR department for the purpose of contact in respect of their participation in panels in respect of employment matters within the Trust.



We share some of your information with the DfE on a statutory basis. We are required by the DfE to published limited information about academy trustees and governors via the website “Get Information About Schools”.

We share the information legally required by Companies House for the purpose of registering trustees as company directors and with our auditors as part of our annual statutory audit.

We share academy governor information with Wakefield Council’s Governor Services department for the purpose of providing access to their governor training and development programme.

We are also required to publish details of trustees and governors on our school websites, including your name, term of office, the group that appointed you, your attendance at meetings during the last academic year and any declared business or pecuniary interests.

## 9. CCTV

Our academies use Closed Circuit Television cameras for the purpose of monitoring our premises and to support any behaviour policies. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised parties such as the police to assist with crime prevention or at the behest of a court order.

## 10. Your rights in relation to your information

You have the right to request access to personal data that we hold about you, subject to a number of exceptions; this is commonly referred to as a “subject access request”. To make a request for your personal information, contact our Data Protection Officer.

You also have the right to:

- Ask for rectification of the information we hold about you.
- Ask for the erasure of information about you in certain circumstances.
- Ask for our processing of your personal information to be restricted.
- Data portability.
- Object to us processing your information.

If you want to exercise your rights, for example, by requesting a copy of the information which we hold about you, please contact the Data Protection Officer.

More information about your rights is available in our Data Protection Policy.



## 11. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know first.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 12. Contacts

Our data protection officer is:

Andrea Hewson

Data Protection Officer

[dpo@castlefordacademytrust.com](mailto:dpo@castlefordacademytrust.com)

However, our **data protection leads** have day-to-day responsibility for data protection issues in our academies. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them:

### **Castleford Academy:**

Claire Jackson

School Business Manager

[admin@castlefordacademy.com](mailto:admin@castlefordacademy.com)

### **Crofton Academy:**

Emma Crossley

School Business Manager

[admin@croftonacademy.org.uk](mailto:admin@croftonacademy.org.uk)

### **Airedale Academy:**

School Business Manager

[info@aa.castlefordtrust.org.uk](mailto:info@aa.castlefordtrust.org.uk)

### **Castleford Park Junior Academy:**

Laura Steele

School Business Manager

[enquiries@pjademy.net](mailto:enquiries@pjademy.net)



**Glasshoughton Infants Academy:**

Erin Cromack  
School Business Manager  
[admin@glasshoughtoninfant.com](mailto:admin@glasshoughtoninfant.com)

**Three Lane Ends Academy:**

Mandy Mattison  
School Business Manager  
[admin@tleacademy.co.uk](mailto:admin@tleacademy.co.uk)

**Airedale Junior Academy:**

Shona Webb  
School Business Manager  
[ajs-office@aja.castlefordtrust.co.uk](mailto:ajs-office@aja.castlefordtrust.co.uk)

**Airedale Infant Academy:**

Shona Webb  
School Business Manager  
[ajs-office@aja.castlefordtrust.co.uk](mailto:ajs-office@aja.castlefordtrust.co.uk)

**Oyster Park Primary Academy:**

Louise Gallagher  
School Business Manager  
[opoffice@oppa.castlefordtrust.co.uk](mailto:opoffice@oppa.castlefordtrust.co.uk)