

Bolton Governance Gateway

Governing / Trust Board Agreement

This agreement is between the Bolton Governor Services Team and the governing or trust board of the undersigned school or academy trust.

Bolton Council is committed to ensuring that the security of all documentation that had been provided to them under a traded service level agreement to provide a governing or trust clerking and support service.

Purpose of the Bolton Governance Gateway

- To allow governing and trust boards to operate electronic meetings under a traded service level agreement.
- By signing up to this agreement, the board allows the Governor Services Team to upload relevant board documentation to facilitate formal meetings.
- The website will also be used to send email invitations to formal meetings to governors or trustees subscribing to the service.

Personal Information

The Governor Services Team will collect the following information to undertake the service:

- Name of governor or trustee
- Governor's or trustee's email address for contact purposes

The Governor Services team require the above information:

- For internal record keeping.
- For governors or trustees to access their account.
- To identify governors/trustees and their association with the school, academy trust or organisation.
- To provide governing or trust board documentation relevant to their association with a school, academy trust or organisation.
- To invite governors and trustees to meetings and events using your email address.

Governor/Trustee Account

If Governors/Trustees use the Bolton Governance Gateway website, they are responsible for maintaining the confidentiality of their account and password and for restricting access to their computer to prevent unauthorised access to their account. Users agree to accept responsibility for all activities that occur under their account or password.

All necessary steps should be taken to ensure that users passwords are kept confidential and secure and should inform the Governor Services Team immediately if they have any

reason to believe that their password have become known to anyone else, or if the password is being, or is likely to be, used in an unauthorised manner.

The Governor Services Team reserve the right to refuse access to the website, terminate accounts, remove or edit content at their discretion.

Confidentiality

Material may be viewed or downloaded by the specified users only by means of access via a secure password. The material should only be used for the intended purpose of facilitating formal governing or trust board meetings of the relevant school or academy.

Confidentiality of all material should be maintained at all times. Failure to ensure the security of all material provided via the Bolton Governance Gateway, may result in suspension or removal from the board.

Website security

Bolton Council has in place and maintains physical, electronic and procedural safeguards to protect your information and our websites. We arrange for our network traffic to be monitored, to investigate or detect unauthorised users and attacks on the websites.

We have taken precautions to minimise the risk of transmitting software viruses, but we strongly advise that you carry out your own virus checks on downloadable files available on the site. We cannot accept liability for any loss or damage caused by software viruses that may have been encountered during use of this site, or any related site.

Governing Board / Trust Name: _____

Signed: _____ (Chair of Governing or Trust Board)

Date: _____