



Privacy Notice – Governors

(How we use personal information on get information about schools - GIAS)

The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates and governor ID)
- DBS number and issue date
- Declaration of Pecuniary Interests (collected annually)
- Personal Identification documents eg passport, driving licence, bank statements, birth certificates, etc
- Relevant qualifications

Why we collect and use governor information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use governor information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) to obtain DBS clearance
- c) to ensure safeguarding of children is met

Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are:

- Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) and academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

- Article 9 (GDPR) condition: Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

Collecting governor information

The collects governor information and collates on contact sheet which is stored securely in her personal electronic files, a hard copy of which is available in the school office.

Governor data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing governor information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please refer to Records Management Society's Retention Guidelines for Schools

Who we share governor information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- Fellow governors to enable collaboration

Why we share governor information

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

Governor contact information is shared between governors to allow collaboration

Local authority

We are required to share information about our governors with our local authority (LA) under

- Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department for Education (DfE), under [section 538 of the Education Act 1996](#)

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact joanne@grange.cumbria.sch.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting joanne@grange.cumbria.sch.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **15th January 2019**

Contact

If you would like to discuss anything in this privacy notice, please contact:

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School Administrator / Data Protection Officer

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