



Privacy Notice for Governors

(How we use member, trustee, governor and clerk information)

How We Use Personal Information on Get Information About Schools - GIAS

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

The categories of information that we collect, process, hold and share include:

- personal information (such as name, address, email address and telephone number, date of birth)
- governance details (such as role, start and end dates and governor ID)

Why we collect and use Governance Information

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

- The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.
- to meet the statutory duties placed upon us
- enable the development of a comprehensive picture of governance and how it is deployed
- To enable appropriate checks to be completed
- enable individuals to be kept informed of governance training and relevant information
- To inform relevant authorities/organisations of a member/trustee/governor/clerk appointment

The lawful basis on which we process this information

All maintained school governing bodies, under section 538 of the Education Act 1996 have a legal duty to provide the governance information as detailed above.

We process this information as it is a statutory requirement to inform the DfE through Get Information About Schools, (GIAS) about new member and governor appointments. It is a statutory requirement for all governors to have an enhanced DBS check and it is a statutory requirement that the school website includes member, governor and clerk information.

Collecting this information

The information will be collected via a new governor starter form by the clerk to governors.

Governance 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 this information

We hold member, governor and clerk data for the length of time that the individual serves. The school website must include certain information on governors that have served in the last 12 months (name, category of governor, term of office, appointed by, conflict of interest)

Who we share this information with

We routinely share this information with:

- our local authority – Governor Support
- the Department for Education (DfE) through Get Information about Schools (GIAS)
- National Governance Association
- Governor Hub
- School Office
- Other governors on the same Governing Board
- Disclosure and Barring Service

Why we share member, trustee, governor and clerk information

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

Local authority

We are required to share information about our governance members with our local authority (LA) due to subscribing to the Governor Support Service.

Governor Support requests details of the clerk to governors even if the governing board does not subscribe in order that information from the LA that is relevant to all governing boards can be circulated.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis, through Get Information About Schools (GIAS).

National Governance Association (NGA)

In order to access the NGA website and receive weekly email updates it is necessary for the NGA to have email names and email addresses. Home addresses for those trustees/governors receiving the hard copy of the NGA magazine will also be supplied. In order for the clerk to pass on email details to the NGA a member, trustee or governor will be required to give complicit consent. An individual can unsubscribe at any time.

Governor Hub

Sharing of governance information (minutes, agendas, supporting papers for meetings) is managed through Governor Hub ensuring that it is not necessary for individuals to hold these papers on personal electronic devices.

School Office

In case of emergency or an Ofsted inspection it is necessary for the school office to hold details of any individuals involved in the governance of the school.

Other members/governors on the same Governing Board

For ease of communication and if appropriate contact details may be shared with other members/governors on the same board/

Disclosure and Barring Service

All maintained school governors and all academy Members, Trustees and individuals on any LGBs in a MAT are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

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 Denise Barkham, GDPR Administrator (contact details at the end of this document).

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 about the way we are collecting or using your personal data, we ask that you raise your concern with Lizzie Christopher, Headteacher, in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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 22nd June 2020.

Further information

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

Denise Barkham, GDPR Administrator
Tel: 01793 734754
Email: admin@oakhurst.swindon.sch.uk
SchoolPro TLC Ltd – DPO
<http://schoolpro.uk>