





Privacy Notice - Governors

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Abstract: This policy is based on the model policy from Turn IT On and reflects the schools approach to data management including adherence to UK GDPR.

Approved by:	Mrs M Young Chair of Governors	
Approved by:	Mrs J Watson Headteacher	
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How we use governor, member and clerk information

The following information outlines how we process your personal information while you are an individual in a governance role at Lent Rise School.

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)
- Conflict of interest information
- ID evidence
- Safeguarding training dates and copy of certificate when completed
- Disclosure details, number and issue date

Where we use your personal information:

Below is a list of assets that hold personal data:

- Online Governor web resource - Governor Hub
- Our Governors files
- Get Information About Schools (GIAS)
- National Governance Association (NGA)
- Single Central Record (SCR)

Why we collect and use governor information

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

We process this information under Legal Obligation as it is a statutory requirement to inform the DfE through Get Information About Schools, (GIAS), the Local Authority and Companies House about new individuals in governance appointments; it is a statutory requirement for all individuals in a governance role to have an enhanced DBS check and it is a statutory requirement that the school website includes individuals in a governance role and associate member information.

We collect and use information for individuals in a governance role, for the following purposes:

- a) To meet the statutory duties placed upon us
- b) Enable the development of a comprehensive picture of governance and how it is deployed
- c) To enable appropriate checks to be completed.
- d) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- e) Enable individuals to be kept informed of governance training, book training and relevant information
- f) To inform relevant authorities/organisations of a member/ trustee/

- governor/ clerk appointment
- g) Legal: police or court proceedings
- h) Support tribunal hearings

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

- for the purpose a) named above in accordance with the legal basis of **Legal Obligation**

All academy trusts, under the Academies Financial Handbook have a legal duty to provide the governance information as detailed above.

Collecting governor information

Governor details will be collected via The Buckinghamshire Council Governor Details form by the clerk to governors. Governor ID is collected by the school office when an individual in a governance role has submitted their part of the DBS Application, evidence is checked upon completion of the application process. Confirmation of the date and that the DBS document has been seen is recorded on the Single Central Register. On completion of safeguarding training a certificate of attendance is issued by the Safeguarding Trainer, a copy is kept by the school office. Governor data is essential for the school's operational use. Whilst most of the personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. 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 data

We hold governor data in line with IRMS Toolkit (Information records management service) / internal data retention guidelines data storage including time scales.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed.

We will dispose of your personal data securely when we no longer need it.

Who we share governor information with

We routinely share this information with:

- Our local authority (where applicable)
- The Department for Education (DfE) through Get Information about Schools (GIAS)
- National Governance Association / Governor Hub / The Key etc School Office
- Other governors on the same governing board
- Disclosure and Barring Service

- The clerk to the board

How the government uses your data

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

- will increase the transparency of governance arrangements
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department 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

Data collection requirements

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it to fulfil their official duties. The information is for internal purposes only and not shared beyond the department unless the law allows it.

Why we share governor information

We do not share information about individuals in a governance role, associate members, or clerks with anyone without consent unless the law and our policies allow us to do so.

Local authority

We are required to share appointment and resignation information about board members with the Local Authority (LA) for inclusion on the ONE database.

Department for Education (DfE)

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

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 and academy trusts, under the Academies Financial Handbook have a legal duty to provide the governance information as detailed above.

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.

Additionally if we need to collect special category (sensitive) personal information, we rely upon reasons of legal obligation (not including contractual obligation), substantial public interest (equality of opportunity or treatment) or vital interest (to protect someone's life) found in UK GDPR Article 9:

National Governance Association (NGA)

To access the NGA website and receive weekly email updates it is necessary for the NGA to have names and email addresses for all members of the board. Home addresses for those trustees/governors receiving the hard copy of the NGA magazine will also be supplied. 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.

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. The school Single Central Record will record that appropriate checks have been carried out for everyone involved in the governance of the school.

Disclosure and Barring Service

All school individuals in a governance role are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks and Section 128 checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

The lawful basis for processing personal data

The lawful bases for processing personal information are:

- In accordance with the 'public task' basis to process data to fulfil our official duties
- in accordance with the 'legal obligation' basis to process data to meet our responsibilities
- In accordance with the 'vital interests' basis we will use this personal data in a life-or-death situation
- In accordance with the 'contract' basis we need to process personal data to fulfil a contract with you or to help you enter into a contract with us

The Lawful Basis for Processing Special Category Data

The lawful bases for processing 'special category' data collected (more sensitive personal information) use the following conditions for processing as set out in UK data protection law:

- We obtained your explicit consent to use your information in a certain way
- We need to use your information under employment, social security, or social protection law
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We obtained your consent to use it in a specific way
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold about you. To make a request for your personal information or be given access to your child's educational records. In the first instance please contact the school Data Protection Lead Louise Barnard

Access personal information that we hold about you

You have a right to make a 'Subject Access Request' to gain access to personal information that we hold about you and we will (subject to any exemptions that may apply):

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances such as verified representation.

Your other data rights

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you 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 and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance using the 'contact us details below. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Other Policies which may Reference this Privacy Notice

This Privacy Notice also applies in addition to the school's / trust's other relevant terms and conditions and policies, including:

- any contract between the school and its staff or the parents of students;
- the school's policy on taking, storing and using images of students;
- the school's policy on the use of CCTV;
- the school's retention of records policy, (IRMS template);

- the school's safeguarding and pastoral policy
- the School's Health and Safety policy, including how concerns or incidents are recorded;
- the School's IT policies, including its Acceptable Use policy, On-line Safety policy