

# Privacy Notice (How we use Governor Information)

## The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode, information collected to process DBS)
- governance details (such as role, start and end dates and governor ID, attendance at governor meetings)

## 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

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

### Article 6 - GDPR - Public task:

- *processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.*

### Article 9 – GDPR – Processing of special categories of personal data

- *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.*
- *processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.*
- for the purpose **a)** named above in accordance with the legal basis of **Legal Obligation**

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.

## Collecting governor information

We collect personal information via governor contact forms, DBS information, Percuniary interest forms and skills matrices.

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 visit [www.capeprimary.com/gdpr](http://www.capeprimary.com/gdpr)

## **Storing Governor data**

We hold governor data for time frames as identified in:

**Sandwell's data retention policy**

Or

**The Information Management schoolkit for schools'.**

## **Who we share governor information with**

We routinely share this information with:

- our local authority (where applicable)
- SIPS Education – Governor clerking service
- the Department for Education (DfE)

## **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.

### **Local authority**

We are required to share information about our governors with our local authority (LA) under section 538 of the Education Act 1996

### **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:

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, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact

**[dataprotectionofficer@abbey-jun.sandwell.sch.uk](mailto:dataprotectionofficer@abbey-jun.sandwell.sch.uk)**

**Abbey Junior School**

**Barclay Road**

**Smethwick**

**B67 5LT**

Our data protection officer resides at the above address to ensure there is no compromise with data processing at Cape Primary School.

You also 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 decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- 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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

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

**[dataprotectionofficer@abbey-jun.sandwell.sch.uk](mailto:dataprotectionofficer@abbey-jun.sandwell.sch.uk)**

**Abbey Junior School**

**Barclay Road**

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## 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 5th October 2018.

## How Government uses your data

The governor 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 publically available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.