



Privacy Notice for Governors
(Learning and Growing Together)

For Information Only

Last Reviewed	Next Review
6 Sep 2019	Sep 2021



1. Privacy Notice (How we use personal information on get information about schools - GIAS). This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

2. The categories of Governor information that we process include:

- a. personal information (such as name, address, contact details, gender)
- b. Special Category characteristics (disability)
- c. Governing body details
- d. Governor type and term of office
- e. details of governor training booked and attended

3. Why we collect and use Governor information?

- a. The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.
- b. We collect and use Governor information, for the following purposes:
 - i) to meet the statutory duties placed upon us.
 - ii) to communicate with Governors about relevant school business.
 - iii) to procure appropriate training for Governors to fulfil their role.
- c. Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:
 - i) **Article 6 (c) Legal obligation:** the processing is to comply with the law
 - ii) Some information we process will be Special Category data under Article 9 of GDPR e.g. disability. We will rely on the legal basis of **Article 9 (g)** processing is necessary for reasons of substantial public interest.
 - iii) 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.

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

5. Storing Governor information

- a. We hold governor data securely for the set amount of time shown in our data retention schedule which is based on guidance from the Information and Records Management Service (IRMS) <https://irms.org.uk/page/SchoolsToolkit>
- b. The school has appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. It limits access to personal information to those who have a genuine business need to know. Personnel processing information will do so only in an authorised manner and are



subject to a duty of confidentiality.

- c. We also have procedures in place to deal with any suspected data security breach. We will notify individuals and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

6. Who we share governor information with. We routinely share this information with:

- a. Somerset Local Authority
- b. the Department for Education (DfE)

7. 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.

8. Somerset Local Authority. The school is required to share information about Governors with Somerset Local Authority under *Section 30 of the Education Act 2002*. It will provide the Local Authority with names and contact details of the Governing body in order for the LA to:

- a. Maintain a Governor database.
- b. Contact Governors regarding statutory changes in legislation and details of training opportunities.
- c. Ascertain local authority governor vacancies to be filled.
- d. Assess and report on vacancies across the county.

9. Department for Education

- a. The Department for Education (DfE) collects personal data from educational settings and local authorities. The school is required to share information about our Governors with the Department for Education (DfE), under [section 538 of the Education Act 1996](#)
- b. 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, see the 'How Government uses your data' section.

10. Requesting Access to Personal Data

- a. Under data protection legislation, Governors have the right to request access to information about them that the school holds.
- b. There is also the right to:
 - i) to ask us for access to information about you that the school holds.
 - ii) to have personal data rectified, if it is inaccurate or incomplete.
 - iii) to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
 - iv) to restrict the processing of personal data (i.e. permitting its storage but no further processing).
 - v) to object to direct marketing (including profiling) and processing for the purposes of scientific / historical research and statistics.
 - vi) not to be subject to decisions based purely on automated processing where it



produces a legal or similarly significant effect on you.

- c. If there are concerns or a complaint about the way the school collects or uses personal data, they should be raised in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

11. Withdrawal of Consent and the Right to Lodge a Complaint. Where we are processing personal data with consent, there is the right to withdraw that consent if subjects are unhappy with the use of data. The Point of Contact for this information is the school Data Protection Lead (Deputy Headteacher), via office@merriott.somerset.sch.uk / haselburyplucknettschool@educ.somerset.gov.uk, or the LA Data Protection Officer via dposchools@somerset.gov.uk.

12. How Government Uses Personal Data. Governor data that can be lawfully shared with the DfE via GIAS:

- a. Will increase the transparency of governance arrangements.
- b. 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.
- c. 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.

13. Data Collection Requirements

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

14. How to find out what Personal Information DfE hold on personnel.

- a. Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:
 - i) If they are processing personal data.
 - ii) For a description of the data they hold.
 - iii) The reasons the data is being held and any recipient it may be disclosed to.
 - iv) For a copy of your personal data and any details of its source.
- b. For access to the personal data held by the Department, a 'subject access request' should be made. Further information can be found in the Department's personal information charter; <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.
- c. To contact DfE: <https://www.gov.uk/contact-dfe>