



Privacy Notice for Governors
(Learning and Growing Together)

For Information Only

Last Reviewed	Next Review
19 July 2021	July 2023



1. Privacy Notice (How we use personal information on get information about schools - GIAS). This notice explains what personal data (information) we may collect, use, store and share 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. Governance details (such as role, start and end dates and governor ID)
- d. Details of governance training booked and attended.
- e. If you visit the school during a public health emergency, we may also collect some limited information about you as we are required to by law.

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 you about relevant school business.
 - iii) to procure appropriate training for you to fulfil their role.
- c. Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing governance information are:
 - i) **Article 6 (c) Legal obligation:** the processing is necessary for us to comply with the law.
 - ii) Some information we process will be Special Category data under Article 9 of UK 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 Governance information. We collect personal information via annual contact forms. Governance 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 UK 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.

5. Storing Governance Information

- a. We hold governance 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. We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to personal information to those who have a genuine business need to know it. Those



processing your 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 you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

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

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

7. Why we share governance information. We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

8. Somerset Local Authority. We are required to share information about our governance with Somerset Local Authority under *Section 30 of the Education Act 2002*. We will provide the Local Authority with names and contact details of our governance in order for the LA to:

- a. Maintain an accurate database.
- b. Contact you 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. We are required to share information about you 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 'How Government uses your data' section.

10. Requesting Access to Your Personal Data

- a. Under data protection legislation, you have the right to request access to information about you that we hold.
- b. You also have the right to:
 - i) ask us for access to information about you that we hold.
 - ii) have your personal data rectified, if it is inaccurate or incomplete.
 - iii) request the deletion or removal of personal data where there is no compelling reason for its continued processing.
 - iv) restrict our processing of personal data (i.e. permitting its storage but no further processing).
 - v) 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 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/>

11. Withdrawal of Consent and the Right to Lodge a Complaint. Where we are processing personal data with your consent, you have the right to withdraw that consent. If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting 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 Your Data. The governance data that we lawfully share 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 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>
- 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 You.

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