



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Privacy Notice (How we use Governor Information)

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

Author	Sarah Gregory	Date Reviewed	February 2024
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EIA Considered By	Premises and Finance Committee	Reviewing Committee	Premises and Finance Committee

This privacy notice has been updated in line with UK GDPR.

The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and postcode)
- governance details (such as role, responsibilities, term of office start and end dates, and training)
- information about your criminal record
- qualifications, skills and experience details (for skills audit purposes, governor elections)
- attendance (such as meetings or monitoring attended, number of absences)
- pecuniary and business interested (only those related to the governor role)
- photographs (for internal safeguarding and security purposes, media purposes)

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
- b) to support Governor Services
- c) to enable you to serve as a governor
- d) to enable us to comply with statutory safeguarding obligations
- e) to ensure we comply with our instrument of governance/terms of reference
- f) to support effective governor development
- g) to respond to any governance issues

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

- To comply with a legal obligation
- To carry out a task in the public interest

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 provided by Governor Services or the Clerk to Governors.

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 see the school's Record Retention Policy.

Who we share governor information with

We routinely share this information with:

- our local authority (where applicable)
- 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) on a statutory basis to

- Ensure openness and transparency in our governance structures
- Avoiding conflict of interest for the purposes of financial accountability
- To conduct work in accordance with the Nolan principles of public life
- To enable governors to access training opportunities and to enable governing board development.

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 [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, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Clerk to Governors.

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not 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 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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Where we have obtained consent to use governors' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how

consent can be withdrawn. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

Contact

If you would like to discuss anything in this privacy notice, please contact the Clerk to Governors or School Business Manager.

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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>