



Weeke Primary School

Privacy Notice – Governors

Date agreed: December 2023

Review date: December 2024

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about governors, who volunteer at our school and conforms to the information set out by the Department for Education. We, Weeke Primary School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Katie Clayton whose contact details are at the end of this notice

Weeke Primary School collects personal data about our governors. The personal data is required for the school to fulfil their official functions and meet legal requirements.

The governance & personal data collected includes:

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- Governance details (such as role, start and end dates, committees, responsibilities and governor ID)
- Business and other interests (e.g. business and pecuniary interests, relationships with members of school staff, governor roles at any other schools)
- Attendance record (e.g. at governing body and committee meetings)
- Bank details for payment of reasonable expenses (e.g. travel costs, child care costs)
- Photographs

Why we collect and use governance information

The personal data collected is essential, to enable the school to fulfil their official functions and meet legal requirements. We collect and use governance information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) the administration of the governing body *e.g. governor elections, appointing governors, skills audit, arranging or providing training and development.*
- c) for the performance of a public task carried out in the public interest.

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so.

Collecting governance information

We collect personal information via application forms, governor contact forms, digitally (as per Governance Hub) and via written information from meetings.

Governance roles 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 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.

Storing governance information

We hold data securely for the set amount of time as shown in the Local Authority's Data Retention Schedule. For more information on this, please refer to the Governance Hub under the 'Governance' section.

Who we share governance information with

We routinely share information with:

- our local authority (where applicable)
- the Department for Education (DfE)

Why we share governance information

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so. We are required to share information about our governance roles with our local authority (LA) under DfE legislation.

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under section 538 of the Education Act 1996. All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework. For more information, please see the '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 our Data Protection Officer, Katie Clayton.

Your other rights regarding your data

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

Complaints

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 via our Data Protection Officer, Katie Clayton or directly to the Information Commissioner's Office (ICO) at Information Commissioner's Office at:

- Report a concern online at <https://ico.org.uk/concerns>.
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Protection Officer, Katie Clayton

Contact

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

Katie Clayton, Data Protection Officer, 01962 882710 or by email k.clayton@weeke.hants.sch.uk

How Government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (DfE) 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 (DfE) including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in account 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 for Education (DfE) unless the law allows it.

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) 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>