



Privacy Notice (How we use school governor information)

We process personal data relating to those we employ to work at, or otherwise engage to work at our school. We are required to hold information on governors to fulfil our legal obligations to the Department for Education and the Local Authority.

The categories of school governor information that we collect, process, hold and share include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates)
- pecuniary interest

Why we collect and use this information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- meet the statutory duties placed upon us
- Assist in your role as a school governor
- as part of our safeguarding duties

Less commonly, we may also use personal information about you where:

- you have given us consent to use it in a certain way
- we need to protect your vital interests (or someone else's interests)
- 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.

We collect and process 'personal data' under the following 'lawful bases', as defined within the GDPR:

- for the purpose of statutory duties named above in accordance with the legal basis of Legal Obligation.
- to fulfil our duties as a public authority to report to the LA and the DfE, which is defined as our 'public task'
- to support the smooth running of the school, which is defined as our 'legitimate interest'
- in case of an emergency where you might be in need of medical help and we you are unable to given consent, which is defined as a 'vital interest'

We collect and process 'special categories of personal data' under the following 'lawful bases' as defined within the GDPR:

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- Article 9(2)(a): where you have understood the reason for us requesting the data and have given your consent to us doing so for the purpose specified
- Article 9(2)(b): where processing is necessary for the purposes of carrying out the obligations in the area of social protection law
- Article 9(2)(c): that processing is necessary to protect your vital interests of you or another person where you are physically or legally unable to give consent
- Article 9(2)(d): that processing is carried out in the course of our legitimate activities, with appropriate safeguards
- For more detailed information regarding, the legislation that requires us to hold special categories of personal information and the specific lawful bases under which we hold each type of data, please refer to the GDPR section 9(2)

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school governor information to us or if you have a choice in this.

Storing this information

We hold and retain school governor data in line with our legal obligations under:

- the Education Act 1996
- Keeping Children Safe in Education
- the requirements of the Disclosure and Barring Service and the Home Office.

This is held on the SCR (safeguarding central record) which is held on the school network on a shared drive which only the headmaster, the HR manager and the headmaster's PA have access to.

Who we share this information with

We share this information with:

- the Department for Education (DfE)
- The local authority
- School auditors on request
- Ofsted at the start of an inspection

Why we share school governor information

We do not share information about governor members with anyone without consent unless the law and our policies allow us to do so.

Department for Education (DfE)

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

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools,

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all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school governor information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

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**

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

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Further information

If you would like to discuss anything in this privacy notice, please contact: our **data protection officer via e-mail on** . dpo@stonehenge.wilts.sch.uk