

BISHOPS TAWTON PRIMARY SCHOOL

PRIVACY NOTICE FOR GOVERNORS AND ASSOCIATE MEMBERS

The categories of Governor/Associate Member information that we process include:

- Personal identifiers and contact details (such as name, date of birth, address and telephone numbers)
- Qualifications and skills
- Business interests
- Governance details (such as role, start and end dates and Governor ID)

Why we collect and use Governor/Associate Member information

Most personal data collected is essential in order for the school to fulfil its official functions and to meet legal requirements. However, we may occasionally also seek consent to collect other personal data. We collect and use Governor/Associate Member information, for the following purposes:

- To enable the development of a comprehensive picture of governance and how it is deployed
- To enable appropriate checks to be completed including for safeguarding
- To book training and enable Governors/Associate Members to be kept informed of training and other relevant information
- To inform relevant authorities/organisations of a Governor or Associate Member.

The lawful basis on which we process this information

We only collect and use Governor/Associate Member personal data when the law allows us to do so. Most personal data collected is essential in order for the school to fulfil its official functions and to meet the statutory duties placed upon it. All maintained school governing boards, under [section 538 of the Education Act 1996](#) have a legal duty to provide governance information.

We may process Governor/Associate Member personal data under the following lawful bases:

- Processing is necessary to perform a task in the public interest or for our official functions and the task has a clear basis in law
- We have obtained the data subject's consent to use it in a certain way
- Processing is necessary to comply with our legal obligations
- We need to protect someone's vital interests.

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.

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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 Governor/Associate Member personal data may overlap and there may be several grounds which justify our use of particular data.

If we need to process any special category data under Article 9 of the GDPR which is of a more sensitive nature, we will only do so if we have a lawful basis to do so under Paragraph 2 of Article 9 of the General Data Protection Regulation.

Collecting Governor/Associate Member information

The majority of Governor/Associate Member information is collected by the Clerk to the Governors as part of an induction meeting.

Storing information

We hold data securely for the set amount of time shown in our data retention schedule. Primarily, we hold Governor/Associate Member personal data for the length of time that the individual serves as a Governor/Associate Member or until they resign plus another 12 months (this is also how long information appears on GIAS). However, minutes of meetings are held indefinitely. For more information on our data retention schedule and how we keep your data safe, please contact the Data Protection Officer whose details are at the end of this notice.

Who we share Governor information with

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

We routinely share information with:

- The Department for Education (DfE) through Get Information about Schools (GIAS)
- Our local authority – through the Babcock LDP Governance Consultancy Team
- Other governors on the same governing board
- The Disclosure and Barring Service

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information with the Department for Education (DfE) under [section 538 of the Education Act 1996](#).

It is a statutory requirement to inform the DfE through Get Information About Schools (GIAS) about new Governor appointments. 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](#).

The Governor data that we lawfully share with the DfE via GIAS:

- increases the transparency of governance arrangements
- enables 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

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.

Disclosure and Barring Service

All maintained school Governors are required to have an enhanced criminal records certificate from the DBS. The school Single Central Record will record that appropriate checks have been carried out for everyone involved in the governance of the school.

Websites

It is a statutory requirement that school websites include Governor information.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. Please contact us to make a request for your personal information.

You also have the right:

- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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, please let us know.

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/>

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 14th December 2018.

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer (DPO):

Alvin Scott (DPO)
Copplestone Primary School
Bewsley Hill
Copplestone
Crediton
Devon
EX17 5NX

Email: dpo@devonmoorsfederation.devon.sch.uk