

Privacy Notice			
Use of governors' and volunteers' data			
Version	Date	Author	Review Date
V1.00	January 2024	Mrs K Hewitt	December 2024
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1. The categories of school governor information that we collect, process, hold & share

This includes:

- Personal information (such as name, address, date of birth,)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Training information

2. Why we collect and use this information

We use governor data to:

- Meet the statutory duties placed upon us
- Enable us to contact you as required

3. The lawful basis on which we process this information

We process this information under Article 6 of GDPR Regulations 'Lawfulness of Processing' as processing is necessary for the performance of a contract to which the data subject is party



or in order to take steps at the request of the data subject prior to entering into a contract and also under Article 9 of GDPR Regulations 'Processing of special categories of personal data, including paragraph 2(b) where processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security.'

For examples of data collection purposes, you may wish to view the Departmental Census section of the Education Act 1996 – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools> .

4. Collecting this information

Governance roles data is essential for the school, academy or academy trust'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.

5. Storing this information

We undertake not to retain governor data for longer than is necessary to ensure compliance with the legislation, and any other statutory requirements. This means the School will undertake a regular review of the information held and implement a weeding process when, e.g. a governor leaves the school.

6. Who we share this information with

We routinely share this information with:

- The Department for Education

7. Why we share governance information

We do not share information about governance with anyone without consent unless our statutory policies allow us to do so.

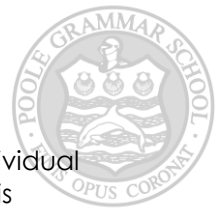
We are required to share information about individuals in governance roles with the Department for Education (DfE) under the requirements set out in the Academies Financial Handbook academy trust handbook.

8. Data collection requirements

The DfE collects and processes personal data relating to individuals in governance roles (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision).

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.

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 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 [National database of governors - GOV.UK \(www.gov.uk\)](https://www.gov.uk/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 (DSI) 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.

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

9. 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 Mrs K Hewitt, Business Manager via e-mail on hewittk@poolegrammar.com
You also have the right to:

- to ask us for access to information about you that we hold
- 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

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/>

10. Further Information

If you would like to discuss anything in this privacy notice, please contact:
Mrs K Hewitt Business Manager hewittk@poolegrammar.com