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## 10.0 Privacy Notice – School Governors

Firfield Primary School

[Version 1.0]

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<b>Last Reviewed</b>	<b>February 2022</b>
<b>Reviewed By (Name)</b>	<b>Jan Donoghue</b>
<b>Job Role</b>	<b>School Business Manager</b>
<b>Next Review Date</b>	<b>February 2023</b>
<b>V1.0 February 2021</b>	First release

This document will be reviewed annually and sooner when significant changes are made to the law

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## 10.1 Privacy Notice (How we use information)

**[Firfield Primary School]** collect, hold, use and share information about our workforce. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means from collecting, storing, using, sharing and disposing of it. We collect, hold and share personal information on the School Governors.

## 10.2 The categories of governance information that we process include

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and photograph)
- Governance details (such as role, start and end dates)
- information about medical or health conditions, including whether you have a disability for which the school needs to make reasonable adjustments

## 10.3 Why we collect and use governance 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 governance information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) facilitate safer recruitment (e.g. by carrying out criminal records checks)
- c) to help us to deliver our responsibilities to our school community
- d) to communicate with our Governing body
- e) to inform the school community of the identity of the individuals who comprise the Governing body
- f) photographic images for identification purposes (safeguarding and identifying Governors to our parents and pupils), and celebration purposes (to record school events)

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

- Article 6(a) – Consent (for any processing which does not fall into the bases detail within this section below)
- Article 6(c) – Compliance and Legal Obligation
- Article 6(e) – Public Interest

All maintained school governing bodies, under section 538 of the Education Act 1996 and academy trusts, under Academies Financial Handbook have a legal duty to provide the governance information as detailed above.

In addition, we rely on GDPR Article 9 and the Data Protection Act 2018 Schedule 1 Part 1 and Part 2 concerning any special category data (personal data that needs more protection because it is sensitive). Please refer to our Special Category Data Policy document for full details of these lawful bases for processing this data.

## 10.4 How we collect governance information

We collect personal information via this information in a variety of ways. For example, data is collected through application forms, obtained from your passport or other identity documents such as your driving licence, from forms completed by you at the start of or during your term as a Governor, from correspondence with you, or through interviews, meetings or other assessments, images provided by you or taken using school photographic equipment, local authorities, the NHS, the Police, the Disclosure and Barring Service and the Department for Education.

Governance 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.

## 10.5 How and where we store governance information

We securely store workforce information on the School's IT network which is backed up daily to the cloud using Microsoft Azure which is within EU approved territories. The school uses Derbyshire County Council's IT Services who ensure that the school is GDPR compliant. Secure storage is provided for paper based records. 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 visit the school's website [Document in force: Document Retention and Deletion Policy V2.1 released April 2021.. Pending revision due April 2022.]

## 10.6 Who we share governance information with

We routinely share this information with:

- Our Local Authority
- The Department for Education
- Our Governing Body
- The Disclosure and Barring Service
- Our school community (via the school website)

## 10.7 Why we share governance information

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

## 10.8 Local Authority

Where we are required to share information about school governance with our Local Authority we do so under the terms of a Data Sharing Agreement viewable at <https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/information-governance/information-sharing.aspx>

## 10.9 Department for Education

We share personal data with the Department for Education (DfE) on a statutory basis. We are required to share information about our governors with the Department for Education (DfE) under Section 538 of the Education Act 1996.

## 10.10 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 School Office, the Headteacher or the Data Protection Officer.

You also have the right to:

- be informed about the collection and use of your personal data.
- rectification, ie to have inaccurate personal data rectified, or completed if it is incomplete.
- erasure, often known as the 'right to be forgotten'; however this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- restrict processing, although, as above this is a limited right.
- object; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to process your data, you have the right to revoke that consent.
- You also have rights in relation to automated decision making and profiling, though these are not currently relevant
- Finally, the right to seek redress, either through the ICO, or through the courts

## 10.11 How Government uses your data

The governance data that we lawfully share with the DfE via Get Information About Schools ( <https://get-information-schools.service.gov.uk/> ) :

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts 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.

**Note:** Some of these personal data items are not publicly 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 law allows it.

## 10.12 Sharing by the Department of Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under:

### **[For use by maintained schools only:]**

We are required to share information about our governors with the Department for Education (DfE) under section 538 of the Education Act 1996

### **[For use by academy trusts and free schools only:]**

We are required to share information about individuals in governance roles with the (DfE) under the requirements set out in the Academies Financial Handbook

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.

To find out more about the data collection requirements placed on us by the Government and the Department for Education including the data that we share with them, go to [www.gov.uk/government/news/national-database-of-governors](http://www.gov.uk/government/news/national-database-of-governors).

## 10.13 Contact

If you have any concern about the way we are collecting or using your personal data, would like to exercise your rights, or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance.

Please contact the School Office, Headteacher or School Data Protection Officer:

Data Protection Officer Name: GDPR for Schools, Derbyshire County Council

DPO Email: [gdprforschools@derbyshire.gov.uk](mailto:gdprforschools@derbyshire.gov.uk)

DPO Phone: 01629 532888

DPO Address: Room 396, North Block, County Hall, Smedley  
Street, Matlock, Derbyshire, DE4 3AG

### **For Derbyshire County Council:**

Information Governance Officer  
Children's Services Department, Derbyshire  
County Council  
Room 361  
County Hall  
Matlock  
Derbyshire  
DE4 3AG  
Email: [cs.dpandfoi@derbyshire.gov.uk](mailto:cs.dpandfoi@derbyshire.gov.uk)  
Telephone: 01629 532011

### **For DfE:**

Public Communications Unit,  
Department for Education,  
Sanctuary Buildings,  
Great Smith Street,  
London, SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
<https://www.gov.uk/contact-dfe>  
Email: <http://www.education.gov.uk>  
Telephone: 0370 000 2288

If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number **Z9947875** and stating that the Data Controller is **Firfield Primary School**.

### **Information Commissioners' Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number  
Fax: 01625 524 510  
Website: <https://ico.org.uk/concerns/>

## 10.14 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 in **February 2022**.