

# **Privacy Notice**

## **(How we use Governor information)**



The categories of governor information that we process include:

The categories of information that we collect, hold and share include but are not limited to:

- Personal information (such as name, address,);
- Contact details and preference (contact telephone numbers, email addresses, addresses);
- Details of your qualifications, skills, and experience for skills audit purposes;
- Information about your criminal record;
- Details of your appointment, including the appointing body, the date of appointment, and term of office;
- Training you have attended in your role as a governor;
- Your attendance and visits to the school in your role as a governor;
- Any roles or leadership responsibilities you hold within the governing body;
- Your business or other charitable interests;
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).

We may also hold personal data about you from third parties, such as information supplied by the appointing body and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

### **Why we collect and use this information**

The purpose of collecting and processing this data is to:

- Enable you to serve as a governor
- Enable us to comply with our statutory safeguarding obligations
- Ensure we comply with our instrument of governance/terms of reference
- Support effective governor development
- Support effective management of the school
- Fulfil statutory reporting to the Department for Education
- Complete equalities monitoring and reporting
- Respond to any governance issues
- Improve the management of workforce data across the sector
- Support the work of the school teachers' review body
- Assess the quality of our services
- Comply with the law regarding data sharing

Our lawful basis for using this data

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

- Comply with a legal obligation
- Carry out a task in the public interest

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 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.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data. Where we have obtained consent to use governors' 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 your personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting Governor 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 the General Data Protection Regulation, we will inform you 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 your 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.

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates and governor ID)
- register of any pecuniary interests or conflicts of interests
- a record of attendance at Governing Board meetings
- contact details (such as email address and telephone number)

## **Storing governor information**

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 contact the school.

## **Who we share governor information with**

- The Department for Education - to meet our legal obligations to share certain information with Ofsted
- Our auditors, to ensure our compliance with our legal obligations
- Professional advisers and consultants – for us to develop our service to best provide our public service
- Police forces, courts, tribunals

If we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Why we share governor information**

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

### **Local authority**

We are required to share information about our governors with our local authority (LA) on a statutory basis to

- Ensure openness and transparency in our governance structures
- Avoiding conflict of interest for the purposes of financial accountability
- To conduct work in accordance with the Nolan principles of public life.
- To enable governors to access training opportunities and to enable governing board development.

### **Department for Education**

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. 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. For more information, please see 'How the 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 via the school office. 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 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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

### **Data relating to criminal convictions or offences:**

Under GDPR we are allowed to process information relating to criminal convictions (includes all DBS checks even if they show no convictions/offences) as we are doing so in an official capacity or have specific legal authorisation to do so.

### **Contact**

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

Mrs K Niziolek  
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Quayside Road  
Southampton  
SO18 1DP

02380 227596  
[admin@bitternemanor.net](mailto:admin@bitternemanor.net)