



Kingsclere CE Primary School

Governors Privacy Notice

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This policy was created by Hampshire Local Authority.	



Kingsclere CE Primary School, Ash Grove, Newbury, Berkshire, RG20 5RE

Hand in hand we learn, we grow, we soar.

PRIVACY NOTICE FOR SCHOOL GOVERNORS

The categories of governance information that we process 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 and governor ID)

Kingsclere CE Primary School collects personal data about our governors.

The personal data is required for the school to fulfil their official functions and meet legal requirements. The personal data collected is:

- Contact details (name, address, telephone no., email address & emergency contact)
- Date of birth
- Governor details (e.g. start and end dates, type of governor, appointed by, term, committees, responsibilities (e.g. vice chair) and governor ID)
- Business and other interests (e.g. business and pecuniary interests, relationships with members of school staff, governor roles at any other schools)
- Attendance record (e.g. at governing body and committee meetings)
- Criminal records certificate
- Bank details for payment of reasonable expenses (e.g. travel costs, child care costs)

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 governor information, for the following purposes:

1. to meet the statutory duties placed upon us.
2. the administration of the governing body.

Under the [UK General Data Protection Regulation \(GDPR\) 2018](#), the legal bases we rely on for processing personal information for general purposes are:

- It is necessary to comply with a legal obligation.
- It is necessary for the performance of a public task carried out in the public interest.

Special category personal data

- Where the school processes special category personal data relating to governors, such as information contained within DBS checks, health

information relating to reasonable adjustments, or equality monitoring information, the lawful basis under Article 9 UK

This processing is necessary to meet safeguarding obligations, governance requirements and other statutory duties placed upon the school and governing body.

AI system

We will make use of AI system(s) in some processing of personal data. Further details can be found in our AI Policy.

Collecting governance information

We collect personal information about governors through a variety of methods, including:

- Governor application and appointment forms
- Governor contact and declaration of interests forms
- Information provided directly by governors
- Correspondence and communications relating to governance activities
- Attendance records from governing body and committee meetings
- Disclosure and Barring Service (DBS) checks and safeguarding declarations
- Information provided by the Local Authority, Diocese of Winchester, appointing bodies or other relevant organisations involved in governor appointments

Governance information is essential for the effective administration and operation of the governing body and for the school to meet its legal and statutory obligations. Whilst most information is required, some information may be provided voluntarily. Where this is the case, we will explain whether you have a choice about providing the information.

Storing governance information

Kingsclere CE Primary School will keep your personal information stored securely.

Your personal information will be retained in accordance with the School's retention schedule: <https://shorturl.at/5D1xy>

Who we share governance information with

We may share your information with the following organisations:

- **Hampshire County Council.** We have a legal duty to provide HCC with information about our governors which enables the local authority to comply with its duties e.g. to provide training.

- **National Governance Association.** We share information on our governor's names and positions with the NGA. We do this so that governors can receive the NGA's weekly e-newsletter and access NGA's website and guidance centre.
- **The Department of Education (DfE)** - We share governor information with the Department for Education (DfE) because schools are required to provide governance information for the Get Information About Schools (GIAS) database.
- **Disclosure and Barring Service (DBS)** - Where appropriate, governor information is shared with the Disclosure and Barring Service (DBS) to obtain and maintain the safeguarding checks required for individuals undertaking governance roles within schools.
- **Diocese of Winchester** - As a voluntary controlled Church of England school, certain governor information may be shared with the Diocese of Winchester where it is necessary to support the appointment of foundation governors, governor recruitment, governor training, governance monitoring, and the provision of diocesan education services.

Why we share governance information

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so. Governor information is shared only where there is a lawful basis under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We share governance information for the following reasons:

- To comply with statutory duties placed upon the school and governing body.
- To enable the effective administration and operation of the governing body.
- To fulfil safeguarding requirements, including suitability checks for governors.
- To support governor training, development and governance support services.
- To meet legal reporting requirements and maintain accurate governance records.

Local authority

We are required to share information about our governance roles with Hampshire County Council in order to support the local authority in carrying out its statutory responsibilities for maintained schools, including maintaining

governance records, supporting governor recruitment and training, and exercising its duties in relation to school governance.

This sharing is undertaken in accordance with the school's public task and legal obligations under:

The Education Act 1996

The Education Act 2002

The School Governance (Constitution) (England) Regulations 2012

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

The UK General Data Protection Regulation (UK GDPR)

The Data Protection Act 2018

Department for Education (DfE)

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

Examples for governance information:

We are required to share information about our governance roles with the Department for Education (DfE) under [section 538 of the Education Act 1996](#)

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see the '[How Government uses your data](#)' section.

Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact Mrs Lesley Dudman – the school Data Protection Officer.

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'.

- the right to ask us to stop using your information – this is called ‘right to restriction of processing’.
- the ‘right to object to processing’ of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the school if you feel we have not used your information in the right way.
- the right to [complain to the Information Commissioner](#) if you are not happy with the school’s response to your complaint.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting Mrs Lesley Dudman. If you are not happy with the school's response to your concern you can raise it directly with the Information Commissioner’s Office at [raise a concern with ICO](#)

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the [How Government uses your data](#) section of this notice.

Contact

If you would like to discuss anything in this privacy notice, please contact:
Lesley Dudman – School Data Protection Officer -
adminoffice@kingsclere.hants.sch.uk

How government uses your data

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

Data collection requirements

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

<https://www.gov.uk/government/news/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.

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

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