

Privacy Notice for Pennine Way Primary School

Privacy Notice Governors (How we use personal information on Governors)

Pennine Way Primary School is the data controller for governor information.

The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and postcode)
- governance details (such as role, start and end dates and governor ID)
- A personal email address
- Information of Governor special interests/skills such as business interests
- Details of attendance at Governors meetings.
- Record of successful DBS check on Single Central Register

Why we collect and use governor 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:

- a) to meet the statutory duties placed upon us
- b) to enable us to contact you and share information relevant to governance
- c) to create governor email and network access
- d) to best utilise the individual skills of each governor for the benefit of the School

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

for the purpose **a)** named above: *6(1)(c) Necessary for compliance with a legal obligation.*

for the purpose **b)** named above: *6(1)(e) Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*

for the purpose **c)** named above: *6(1)(f) Necessary for legitimate interests of the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.*

For the purpose **d)** named above: *6(1)(a) Consent of the data subject*

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

In addition, concerning any special category data:

for the purpose **a)** named above: [9\(2\)\(a\) Explicit consent of data subject, unless prohibited by EU/National law.](#) [9\(2\)\(e\) Processing relates to personal data manifestly made public by the data subject](#)

Collecting governor information

We collect personal information via: Governor Self Declaration Form, Related Parties Form, PSC Register, Companies House Appointment of Director

We collect personal information via the submission of data collection forms to the Clerk to Governors, and the use of the Disclosure and Barring Service.

Governor 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.

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, please ask to see the School's Retention Schedule available from the Headteacher.

Data retention is informed by the IRMS Information for Schools Toolkit and information from the LEA. This information is regularly checked by the Data Protection Officer and the Schedule will be reviewed on an annual basis.

Data is held as hard copies in Secure Governor files onsite and is also uploaded to the DFE GIAS system.

Some data is held digitally and may be displayed on the School website.

Who we share governor information with

We routinely share this information with:

- Our local authority (where applicable)
- the Department for Education (DfE)

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. Information is transferred by the School's Secure Access Account (DFE) and secure email.

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 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 **(Please insert Headteacher or Office manager details here) or Gerard Barr, DPO on (please enter my contact details as per the Data Protection policy address you hold on me)**

Under certain circumstances you also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact: **(Please insert Headteacher or Office manager details here) or Gerard Barr, DPO on (please enter my contact details as per the Data Protection policy address you hold on me)**

How Government uses your data

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

- will increase the transparency of governance arrangements
- will enable 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

Data collection requirements

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 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 the law allows it.