Privacy Notices

Privacy Notice for individuals in governance roles

Privacy Notice (How we use personal information on get information about schools - GIAS)
This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

The categories of governance information that we process include:

- personal information (such as name, address, contact details, gender)
- Special Category characteristics (disability)
- governance details (such as role, start and end dates and governor ID)
- details of governance training booked and attended

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) to communicate with you about relevant school business
c) to procure appropriate training for you to fulfil your role

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing governance information are:

- **Article 6 (c) Legal obligation:** the processing is necessary for us to comply with the law

Some information we process will be Special Category data under Article 9 of GDPR e.g. disability. We will rely on the legal basis of **Article 9 (g)** processing is necessary for reasons of substantial public interest.

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.

Collecting governance information

We collect personal information via annual contact forms.
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.

Storing governance information

We hold governance data securely for the set amount of time shown in our data retention schedule which is based on guidance from the Information and Records Management Service (IRMS) https://irms.org.uk/page/SchoolsToolkit
We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.
We also have procedures in place to deal with any suspected data security breach. We will notify you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

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Who we share governance information with

We routinely share this information with:

- Somerset Local Authority
- the Department for Education (DfE)

Why we share governance information

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

Somerset Local Authority

We are required to share information about our governance with Somerset Local Authority under Section 30 of the Education Act 2002.
We will provide the Local Authority with names and contact details of our governance in order for the LA to:

- maintain an accurate database
- contact you regarding statutory changes in legislation and details of training opportunities
- ascertain local authority governor vacancies to be filled
- assess and report on vacancies across the county

Department for Education

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

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.
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 them that we hold. To make a request for your personal information, contact the school.

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/

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Suzie Svenson, Data Protection Lead, kinginajunior@educ.somerset.gov.uk

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 June 2020

Contact

If you would like to discuss anything in this privacy notice, please contact: Suzie Svenson, Data Protection Lead, kinginajunior@educ.somerset.gov.uk and Amy Brittan, Data Protection Officer, dposchools@somerset.gov.uk

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How Government uses your data

The governance 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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:
https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

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