



Hackleton CEVA Primary School

*Inspiring learning for life*

## Hackleton CEVA Primary School

# GDPR Privacy Notice - Governors

### **Privacy notice (How we use personal information on get information about schools – GIAS)**

Under data protection law, individuals have a right to be informed about how Hackleton CEVA Primary School, uses any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about governors working with the school in a voluntary capacity.

We, Hackleton CEVA Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer (DPO) is Ruth Hawker – Plumsun Ltd.

### **The categories of governance information that we process**

We process data relating to those appointed as Governors, this may include processing data about current office holders, or retaining data about those individuals who are no longer in role. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal identifiers, contacts and characteristics (such as name, date of birth, telephone numbers, email addresses, address and postcode and identification documents)
- Date of birth, marital status and gender
- Next of kin and emergency contact details
- Appointment information, including copies of right to work documentation, references and other information included in a CV or covering letter or as part of the appointment process
- Governance details (such as role, start and end dates and governor ID)
- Qualifications and employment records, including work history, job titles, and professional memberships
- DBS certificate number and date of issue, prohibition form teaching and management checks
- Information about business and pecuniary interests
- Records of attendance at governing body and any sub-committee meetings
- Records and outcomes of any disciplinary, complaints and/or grievance procedures or other performance issues
- Specimen signatures/signed mandates for delegated financial authority

- Photographs and videos of participation in school's activities
- CCTV footage captured by the CCTV system
- Vehicle details for those who use our car parking facilities

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation, health, trade union membership and political opinions
- Disability and access requirements

Where we need to process special category data we must fulfil an additional lawful process, which is detailed below.

### **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:

- To meet the statutory duties placed upon us
- Enable appropriate organisational contact (for example, a list of Governors for both internal and external use, including publication on our website)
- Allow for delegated financial authority (for example, cheque signing, bank mandates and contract signing)
- Facilitate safe recruitment of Governors, as part of our safeguarding obligations towards pupils
- Support effective assessment and monitoring of Governor performance
- Inform our appointment and retention policies
- Provide access to and use of the IT systems and to monitor use thereof, in accordance with the Acceptable Use Policy
- Undertake equalities monitoring
- Ensure security of the site, including CCTV in accordance with the CCTV policy
- Ensure that appropriate access arrangements can be provided for Governors who require them

### **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:

- When you have given us consent to use it in a certain way
- To comply with a legal obligation
- To carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- We need to protect your vital interests (or someone else's interests)
- We have legitimate interest in processing the data

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

#### Article 6

1. Processing shall be lawful only if and to the extent that least one of the following applies:

- (a) The data subject has **given consent** to the processing of his or her personal data for one or more specific purposes
- (c) Processing is necessary for compliance with a **legal obligation** to which the controller is subject
- (e) Processing is necessary for the performance of a task carried out in the **public interest** or in the exercise of official authority vested in the controller;
- (d) Processing is necessary in order to protect the **vital interests** of the data subject or of another natural person
- (f) Processing is necessary for the purposes of the **legitimate interests** pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Point (f) of the first subparagraph shall not apply to processing carried out by public authorities in the performance of their tasks.

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

To process special category data we need additional lawful basis. We will process special category data most commonly where:

- We have your explicit consent
- The processing is necessary under social security or social protection law

Article 9(2)

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject
- (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
  1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
  2. Paragraph 1 shall not apply if one of the following applies:
    - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Where you have provided us with consent to use your data, you may withdraw this 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 are processing data on a legal basis, if you chose not to share this data with us, we may not be able to carry out our obligations under our contractual relationship with you, or engage you as a Governor.

## Collecting governance information

We collect personal information via your application form.

Governance roles 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 UK-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 data securely for the set amount of time shown in our data retention schedule.

Once your relationship with us has ended, we will retain this file and delete the information in it in accordance with the schools Records Management Policy.

## Who we share governance information with

We routinely share this information with:

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

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.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

## 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 [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 Mrs Sally Gillam on 01604 870086 or email [head@hackleton.northants-ecl.gov.uk](mailto:head@hackleton.northants-ecl.gov.uk)

You also have the right to:

- Ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- 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 any 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 (ICO) at [Information Commissioner's Office](#).

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

### **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 Mrs Sally Gillam on 01604 870086 or email [head@hackleton.northants-ecl.gov.uk](mailto:head@hackleton.northants-ecl.gov.uk)

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

You can also contact our Data Protection Officer:

Ruth Hawker – Plumsun Ltd

Email: [info@plumsun.com](mailto:info@plumsun.com)

Tel: 0845 862 2684

Address: Almshouses, Great Brington, Northampton, NN7 4HY

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **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 October 2023.

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Mrs Sally Gillam on 01604 870086 or email [head@hackleton.northants-ecl.gov.uk](mailto:head@hackleton.northants-ecl.gov.uk)

### **How Government uses your data**

The governance data that we lawfully share with the Department of 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 of 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 publically available and are encrypted within the GIAS system. Access is restricted to authorised Department of Education (DfE) and education establishment users with a Department of 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 of Education (DfE) unless the law allows it.

### **How to find out what personal information Department of Education (DfE) hold about you**

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the Department of 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 of 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>  
To contact DfE: <https://www.gov.uk/contact-dfe>

*This notice is based on the [Department for Education's model privacy notice](#) for governors amended to reflect the way we use data in the school.*