

Privacy Notice (How we use governors' personal information)

Sir John Barrow 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 and postcode)
- governance details (such as role, start and end dates and governor ID)
- photographic records
- attendance information (absences from meetings and whether apologies were accepted for absences)
- qualifications (through skills audit) and training qualifications gained as part of role

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 ensure we can operate efficiently and effectively
- c) to enable the development of a comprehensive picture of the governing body and its operation
- d) to inform the development of recruitment and retention policies, and other policies as/if they apply
- e) to communicate effectively with our stakeholders, aiding transparency and accountability

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

- for the purpose a) named above in accordance with the legal basis of Legal Obligation, all maintained school governing bodies, under [section 538 of the Education Act 1996](#) have a legal duty to provide the governance information as detailed above.
- For purposes b)-e) named above, in accordance with paragraph 6.1a) of GDPR – Article 6, where the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

Collecting governor information

We collect personal information via governor contact/information forms, photographs and attendance registers.

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 visit <http://www.sjbarrow.cumbria.sch.uk/policies.html> see Data Protection Policy, Privacy Notices, Online (e-safety Policy and Health and Safety Policy

Who we share governor information with

We routinely share this information with:

- **Cumbria County Council** – Local Authority (We are required to share information about our governors with our local authority (LA) under Section 538 of the Education Act 1996.
- **Department for Education (DfE)** - The Department of Education (DfE collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department of 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.

- **National Governance Association and the Key for School Governors** – information is uploaded onto secure websites. We share governors' contact information with these two organisations so that governors can receive the benefits of the school's paid membership and access specialist resources. Contact information is only shared for the period an individual is a serving member of the Governing Body and is deleted when they step down.

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.

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 Sharon Jordan, Data Protection Officer Assistant or Matthew Connell, Data Protection Officer or the Clerk to the Governing Body.

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.

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 Sharon Jordan Data Protection Officer Assistant or Matthew Connell, Data Protection Officer.

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 on 8th June 2020.

How Government uses your data

- 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 of 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>

