

# Privacy Notice Governors

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Reviewed by: Nigel Moorhouse (Data Privacy Governor; 22/10/2020; 20/06/2023)  
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## Privacy notice for Governors

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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

We, **Park Street Church of England (VA) Primary School, Lower Park Street, Cambridge, CB5 8AR**, are the 'data controller' for the purposes of data protection law.

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

- Nicola Cook: [nicola@schoolsdp.com](mailto:nicola@schoolsdp.com)

### 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)
- information about business and pecuniary interests

### 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:

- Establish and maintain effective governance
- Meet statutory obligations under [section 538 of the Education Act 1996](#) for publishing and sharing governors' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

### Our lawful basis for using this data

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

- Comply with a legal obligation
- Carry out a task in the public interest

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

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

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.

## Collecting governance information

We collect personal information via application forms, and amendments thereof on request.

Governance roles data is essential for the school, academy or academy trust'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. We use the [Information Management Toolkit for Schools](#) authored by the Information & Records Management Society. Some of these retention periods are statutory.

- **Governors' names and contact details:** 6 years after the end of term, except for;
  - records which are solely for business operation (such as current contact information) which will be deleted within one month of their last required use and;
  - records which are contained within agendas, minutes and reports, which will be subject to retention periods as below
- **Agendas & Minutes:** Principal set (signed) retained permanently. Inspection copies held for 3 years after the date of the meeting.
- **Reports presented to the governing body:** Retained for 6 years unless minutes contain direct references to the individual reports, in which case a master copy should be kept permanently
- **Meeting papers of annual parents' meeting:** Retained for 6 years after the date of the meeting
- **Instruments of Government including Articles of Association:** Retained permanently
- **Trusts and Endowments managed by the governing body:** Retained permanently
- **Strategic & Action Plans:** Retained for the life of the plan plus 3 years
- **Records of complaints dealt with by the Governing Body:** Retained from the date of resolution of the complaint for 6 years, reviewed for further retention in the case of contentious disputes
- **Annual Reports:** Retained from the date of the report for 10 years
- **Proposals concerning change of status of maintained school:** Retained from the date the proposal was accepted or declined plus 3 years

## Who we share governance information with

We do not share information about you with any third party 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:

- The Department for Education – to meet our legal obligations to share information about governors/trustees under [section 538 of the Education Act 1996](#)
- 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 support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

## Transferring data internationally

While we currently do not transfer personal data to a country or territory outside the European Economic Area, should we need to do so, we will do so in accordance with data protection law.

## Use of your personal information for marketing purposes

We do not use any of your personal information for marketing purposes.

## 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 our Data Protection Officer.

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 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 (ICO) at [Information Commissioner's Office](#).

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.

## 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 the school office.

This only applies where the lawful basis of collecting the data is *consent*.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

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.

**To make a complaint, please contact our Data Protection Officer** (details at top of this notice).

Alternatively, you can make a complaint to the Information Commissioner's Office (ICO), but the ICO will usually only consider complaints where the Data Protection Officer has already responded but the complainant is unhappy with the response.

- 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

## 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>

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