



Privacy notice for Governors

Under data protection law, individuals have a right to be informed about how our school use any personal data that we hold about them.

School governors provide a vital role within our setting. Governors provide us with personal data and on occasion we share personal data with governors so that they can fulfil their obligations.

This privacy notice explains how we collect, store and use personal data about individuals who are governors

The categories of governance information that we process include:

We process data relating to those we appoint, or otherwise engage 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 may include, but is not restricted to:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates, business interests)
- Contact details and copies of identification documents, including names, addresses, telephone numbers, email addresses, passport and birth certificates, visa details and other contact details
- Date of birth, marital status and gender
- Bank account details (for the payment of expenses)
- Appointment information, including copies of right to work documentation, references and other information
- Checks made regarding online presence including social media searches.
- Qualifications and employment records, including work history, job titles, and professional memberships
- DBS Certificate number and date of issue, prohibition from teaching and management checks, declaration form
- Medical questionnaires and, where appropriate, information about an individual's health
- Records of attendance at governing body and 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 Schools' activities
- CCTV footage captured by the Schools' CCTV system

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, lists of governors for both internal and external use, including publication on the school's website)
- Facilitate safe appointment of governors/, as part of our safeguarding recruitment obligations towards pupils
- Support effective assessment and monitoring of governor/ performance
- Inform our appointment and retention policies
- Assist with management planning and forecasting, research and statistical analysis, including that imposed by law (such as diversity or gender pay gap analysis and taxation records)
- Provide access to and use of the Schools' IT systems and to monitor use thereof, in accordance with the Schools' Acceptable Use Policy
- Meet the legal requirements of the Charity Commission.

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(a) – Your consent (for any processing which does not fall into the other bases explained below)
- Article 6(c) - Compliance and with our legal obligations
- Article 6(e) – Carrying out tasks in the Public Interest.

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

Keeping Children Safe in Education 2022 (statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002 etc).

Collecting governance information

We collect personal information in a variety of ways. For example, data is collected through application forms, obtained from your passport or other identity documents such as your driving licence, from forms completed by you at the start of or during your term as a Governor, from correspondence with you, or through interviews, meetings or other assessments, images provided by you or taken using school photographic equipment, local authorities, the NHS, the Police, the Disclosure and Barring Service and the Department for Education.

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 store Governor information securely on the School's IT network, which is stored securely on internal servers. Secure storage is provided for paper based records.

We only keep the information for the length of time we need it for, as shown in our data retention schedule.

We dispose of personal information securely when we no longer need it.

Who we share governance information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- our Governing Body
- disclosure and barring service
- our school community (via the school website)

Why we share governance information

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 we are required to share information about school governance with our Local Authority we do so under the terms of a Data Sharing Agreement viewable at [Data sharing agreement between schools and Birmingham City Council | Birmingham City Council](#)

Department for Education (DfE)

We are required to share information about individuals in governance roles with the Department for Education (DfE) under the requirements set out in the [Academies Financial Handbook academy trust handbook](#)

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see the '[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 Sharron Johnson, 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.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

Contact

If you would like to discuss anything in this privacy notice, please contact: Sharron Johnson, Data Protection Officer.

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 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>