



NORMAN STREET PRIMARY SCHOOL

PRIVACY NOTICE FOR GOVERNORS

(How we use governance information)

How we use School Governor Information on 'Get Information About Schools' (GIAS) locally.

The categories of school governor information that we collect, process, hold and share include:

- Personal information (such as name, image, DOB, contact details and post code)
- Term of office
- Appointed by whom, date of appointment and re-election
- Specific roles and responsibilities relating to governance
- Attendance at meetings
- Business and Pecuniary interests
- CPD
- Vetting checks, i.e. Disclosure and Barring Certificate

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:

- To meet the statutory duties placed upon us
All maintained school governing bodies, under [section 358 of the Education Act 1996](#), have a legal duty to provide the governance information to meet the statutory duties placed upon us.
- Publicise a comprehensive picture of the governing body and how it is deployed.

Under the General Data Protection Regulation (GDPR) the legal basis/bases we rely on for processing personal information for general purposes.

To process a piece of personal data we must satisfy at least one condition for the lawful processing of personal data from Article 6 of the GDPR.

To process the personal data of our governors we generally rely on 6(1)(a) and 6(1)(c).

To process a piece of sensitive personal data we must satisfy at least one condition for the lawful processing of special categories of data from Article 9 of the GDPR.

Collecting Governor Information

We collect personal information via email and in person.

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 and for the set amount of time shown in our data retention schedule. This is in line with the Information and Records Management Society (IRMS) Records Management Toolkit for Schools (Rev 2016).

Who we share governor information with

We routinely share this information with:

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

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.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors 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.

How Government Uses Your Data

The governor 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.

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 K Richards, Acting Deputy Headteacher (Data

Controller), Norman Street Primary School, Norman Street, Carlisle CA1 2BQ, office@normanst.cumbria.sch.uk, 01228 210168.

Under certain circumstances you also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances have inaccurate personal data rectified, blocked, erased or destroyed; and
- A right to seek redress, either through the ICO or through the courts

If you have a concern about the way we are collecting or using your personal data we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://www.ICO.org.uk/concerns/>

Further Information

If you would like to discuss anything in this privacy notice please contact:

Mrs K Richards, Acting Deputy Headteacher (Data Controller), Norman Street Primary School, Norman Street, Carlisle CA1 2BQ, office@normanst.cumbria.sch.uk, 01228 210168.