

Privacy Notice (How we use Governors' information)

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" to individuals where we are processing their personal data. This Privacy Notice explains how we collect, store and use personal data about individuals who serve as governors at our school. If you would like to discuss anything in this privacy notice, please contact: Euan Hanington (Head teacher) or James Lewin (DPO)

The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, address, postcode, telephone number, mobile phone number, email address.)
- governance details (such as role, start and end dates and governor ID)
- Photographs
- Records of attendance at meetings
- DBS (Disclosure and Disbarring Service) documentation.

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 facilitate communication with members of the governing body.

To carry out a task in the public interest (the "Public Task" legal basis) • To comply with a legal obligation (the "Legal Obligation" legal basis.

Under the GDPR, the legal basis / bases we rely on for processing personal information for general purposes are:

- To carry out a task in the public interest (the "Public Task" legal basis)
- To comply with a legal obligation (the "Legal Obligation" legal basis)

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

In addition, concerning any special category data:

Collecting governor information

We collect personal information using electronic or paper-based application forms.

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 www.rudyardkiplingprimary.co.uk - data protection tab.

Data is stored in the following systems:

School network – Governors Drive (access only granted to Governors/Clerk to Governors); Head Teacher's Home folder.

Clerk to Governors' laptop – this is encrypted. Backed up on 'Jottacloud' (privacy statement here - <https://blog.jottacloud.com/its-your-stuff-guaranteed-3f50359f72d>)

Paper application forms are kept by Clerk to Governors until the details have been entered into database on Clerk's encrypted laptop.

Please see our data protection policy (www.rudyardkiplingprimary.co.uk - data protection tab.) for more information where data is held, the security arrangements (high level), and policies about safe use of data within the local authority. Who we share governor information with

We routinely share this information with:

- the Department for Education (DfE)
- Brighton and Hove Governor Support service
- NGA – School mail address of new governors, (address etc. as well for those governors who were in place when we signed up),
- DfE on Get Information About Schools (GIAS) and

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.

Local authority

We are required to share information about our governors with our local authority (LA) under the Education Act 1996. If you require more information about how the local authority store your personal data, please visit <https://www.brighton-hove.gov.uk/content/council-and-democracy/about-your-council/data-protection>.

Department for Education

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](#).

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

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 school admin department: admin@kipling.brighton-hove.sch.uk or our Data Protection Officer, Steven Chennells.

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Joanne Smith (Head Teacher) James Lewin (Business Manager) or Steven Chennells (Data Protection Officer) at admin@kipling.brighton-hove.sch.uk

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.