



Created: June 2018
Updated: April 2019

GDPR Privacy Notice – 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 **Governors**.

We, Burnley Brow Community School, are the 'data controller' for the purposes of data protection law.

Our data protection officer in school is Natasha Morgan, Deputy Headteacher. We also have support from a nominated data protection officer at Oldham Council, Barbara Mulvihill.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about Governors includes but is not restricted to:

- **Personal identifiers and contacts** such as name, contact details (address, telephone number and email address)
- **Governance details** (such as role, appointing body, start and end dates, training records, meeting attendance records)
- **Business or pecuniary interests**
- **DBS check number**

Why we collect and use this data

We collect and use Governor information for the following purposes:

- To establish and maintain effective governance
- To meet statutory obligations for publishing and sharing Governors' details
- To ensure the safeguarding and efficient operation of the school

Our lawful basis for using this data

We only collect and use Governor personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process Governor personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use Governor personal data, this consent can be withdrawn at any time. We will make this clear when requesting consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using Governor personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about Governors is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we will make it clear whether providing it is mandatory or optional. If it is mandatory we can explain the possible consequences of not complying if necessary.

How we store this data

Some Governors information is published on our school website:

- **Governance details** (such as role, appointing body, start and end dates, training records, meeting attendance records)
- **Business or pecuniary interests**

Governor records in school are held securely in accordance with the Information and Records Management Society's toolkit for schools. A copy of this can be found on our school website.

Data sharing

We do not share information about Governors with any third party without your 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 Governors with:

- **Our local authority** - *We are required to share information about our governors with our local authority (LA) under the agreed service level agreement with the local authority.*
- **The 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. For more information, please see Appendix 1 '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 the data we hold about you, this is called a 'subject access request'.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

To make a subject access request, please contact our School Business Manager (Rachel Whiffin).

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
- Claim compensation for damages caused by a breach of the Data Protection regulations

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://ico.org.uk/concerns/>

Further information

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

School Data Protection Officer (Natasha Morgan – Deputy Headteacher) or School Business Manager (Rachel Whiffin).

Appendix 1

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 publically 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-informationcharter>

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