Privacy Notice for Skelton School

Privacy Notice Governors (How we use personal information on Governors)

Skelton School is the data controller for governor information.

The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and postcode)
- governance details (such as role, start and end dates and governor ID)
- A personal email address
- Information of Governor special interests/skills such as business interests
- Details of attendance at Governors meetings.
- Record of successful DBS check on Single Central Register

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 enable us to contact you and share information relevant to governance
c) to create governor email and network access
d) to best utilise the individual skills of each governor for the benefit of the School

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

for the purpose **a)** named above: *6(1)(c) Necessary for compliance with a legal obligation.*
for the purpose **b)** named above: *6(1)(e) Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*
for the purpose **c)** named above: *6(1)(f) Necessary for legitimate interests of the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.*
For the purpose **d)** named above: *6(1)(a) Consent of the data subject*

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:

for the purpose **a)** named above: *9(2)(a) Explicit consent of data subject, unless prohibited by EU/National law. 9(2)(e) Processing relates to personal data manifestly made public by the data subject*

Collecting governor information

We collect personal information via: Governor Self Declaration Form, Related Parties Form, PSC Register, Companies House Appointment of Director

We collect personal information via the submission of data collection forms to the Clerk to Governors, and the use of the Disclosure and Barring Service.

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 ask to see the School's Retention Schedule available from the Headteacher.

Data retention is informed by the IRMS Information for Schools Toolkit and information from the LEA. This information is regularly checked by the Data Protection Officer and the Schedule will be reviewed on an annual basis.

Data is held as hard copies in Secure Governor files onsite and is also uploaded to the DFE GIAS system.

Some data is held digitally and may be displayed on the School website.

Who we share governor information with

We routinely share this information with:

- Our local authority (where applicable)
- the Department for Education (DfE)
- Companies House

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. Information is transferred by the School's Secure Access Account (DFE) and secure email.

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 'How Government uses your data' section.

Requesting access to your personal data

Under GDPR 2018, you have the right to request access to information about you that we hold. To make a request for your personal information, contact **Helen Newton at** head@skelton.cumbria.sch.uk /DPO Gerard Barr on Gerardbarr57@gmail.com

Under certain circumstances you also have the right to:

- ask for us to access to information that we hold on you
- 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 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
- withdraw your consent if consent is the basis by which we hold your data. You can do this by contacting the named persons below

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/

Last updated This version was last updated on 18th November 2024

Contact

If you would like to discuss anything in this privacy notice, please contact: head@skelton.cumbria.sch.uk /DPO Gerard Barr on Gerardbarr57@gmail.com

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.

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-information-charter

To contact the department: https://www.gov.uk/contact-dfe

Privacy Notice (How we use personal information to gather information about schools - GIAS)

The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and postcode)
- governance details (such as role, start and end dates and governor ID)
- A personal email address
- Information of Governor special interests/skills such as business interests
- Details of attendance at Governors meetings.
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Why we collect and use governor information

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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.

Collecting governance information

We collect personal information via governor contact forms

Governance 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 governance 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 ask to see the School's Retention Schedule available from the Headteacher.

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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.

Local authority

We are required to share information about our governors with our local authority (LA)

Department for Education

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

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 head@skelton.cumbria.sch.uk /DPO Gerard Barr on Gerardbarr57@gmail.com

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/

For further information on how to request access to personal information held centrally by 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 Helen Newton at head@skelton.cumbria.sch.uk /DPO Gerard Barr on Gerardbarr57@gmail.com

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 18th November 2024

Contact

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