

# General Data Protection Regulations

## Privacy Notice – Governors

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**We need to hold personal information about you on our computers systems and in paper records to help us with the daily running of the school as an organisation.**

The Headteacher is responsible for their accuracy and safe-keeping. Please help to keep your records up to date by informing us of any change of circumstances.

Senior school staff and in some circumstances administration staff have access to your records to enable them to do their jobs. Anyone with access to your record is properly trained in confidentiality issues and is governed by a legal duty to keep your details secure, accurate and up to date.

All information about you is held securely and appropriate safeguards are in place to prevent loss.

In some circumstances we may be required by law to release your details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

**We use school workforce data to:**

- Enable the development of a comprehensive picture of the workforce and how it is deployed

**Categories of information that we collect, hold and share include:**

- Personal information (such as name, address and contact details)
- Special categories of data including characteristics information such as age (DBS)

**The lawful basis on which we process this information**

We process this information under:

- Article 6(1)(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 9(2)(b) processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with General Data Protection Regulations, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

### **Storing this information**

We hold governor workforce data whilst in voluntary employment with the school, and for 2 years following the date you leave the organisation.

### **Sharing of information**

We routinely share pupil information with:

- Our local authority
- The Department for Education (DfE)
- Just a Sec (Clerking Service)

We do not share information about the Governors or voluntary members with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about our Governors or voluntary members with our local authority (LA) under section 5 of the Education (Supply of information about the school workforce) (England) Regulations 2007 and amendments.

### **Requesting access to your personal data**

Under General Data Protection Regulations, you have the right to request access to information about you that we hold. To make a request for your personal information, please make direct contact with the data protection team as outlined below.

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 purposes of direct marketing
- Object to decisions being taken by automatic means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the General Data Protection Regulations.

### **Data Protection Officer**

The school has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If you have any

questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone (answerphone) 0161 212 1681
- Email [datarequests@globalpolicing.co.uk](mailto:datarequests@globalpolicing.co.uk)
- Website [www.globalpolicing.co.uk/data](http://www.globalpolicing.co.uk/data)

If you have a concern about the way we are collecting or using 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>

