

Privacy notice – how the school uses governors' information

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal identifiers, contacts and characteristics – e.g. name, date of birth, contact details and postcode
- Governance information – e.g. role, start date, end date, and governor ID

This list is not exhaustive – to access the current list of categories of information the school processes, please see the Data Asset Register, which can be found on the school's server and is accessible by request to the DPO.

Why do we collect and use your information?

The personal data we collect about you is essential, in order for the school to fulfil its official functions and meet legal requirements.

We collect and use your information for the following reasons:

- To meet the statutory duties placed upon the school

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

- For the purpose of meeting the statutory duties placed upon the school in accordance with the lawful basis of legal obligation.
- Governing boards, under section 538 of the Education Act 1996 (<https://www.legislation.gov.uk/ukpga/1996/56/section/538>), have a legal duty to provide the governance information as detailed above.

We do not routinely collect special category data, where we do, we may also rely on the following conditions under Article 9 of the UK GDPR:

- Explicit Consent

How do we collect your information?

We collect your personal information via the following methods:

- Trustee and governor application form
- Trustee and governor information record
- DBS form
- Record of business interests form

Governance roles data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. To

comply with the UK 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.

How do we store your information?

Your data is held on a cloud-based facility called GovernorHub. Paper records and files may also be held by the Clerk to governors. GovernorHub's privacy policy can be found here <https://help.governorhub.com/en/articles/586895-privacy>

Your personal information is retained in line with the school's Records, Retention and destruction Policy which can be found on the school's server and is accessible by request to the DPO.

Who do we share your information with?

We routinely share your information with:

- Our Local Authority
- The DfE
- The Key Group/GovernorHub

Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

The LA - We are required to share information about our governance roles with our LA under Section 538 of the Education Act 1996. Data is securely transferred by encrypted web transfer.

The DfE - The DfE collects personal data from schools and LAs. We are required to share information about individuals in governance roles with the DfE under: Section 538 of the Education Act 1996. Data is securely transferred by encrypted web transfer.

The Key Group/GovernorHub – To provide a governing board management facility. The data is input by the Clerk to governors and governors themselves through personal logins.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies. All governance data required by the DfE is entered manually on the GIAS system and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, which is available by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

How does the government use your data?

The governance data that we lawfully share with the DfE via GIAS will:

- Increase the transparency of governance arrangements.
- Enable schools and the DfE to quickly and accurately identify individuals who are involved in governance and who govern in more than one context.

- Allow the DfE 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.

You can find out more about the requirements placed on the school by the DfE, including the data we share with them, via this website:

<https://www.gov.uk/government/news/national-database-of-governors>.

Some of this personal data is not publicly available and is encrypted within the GIAS system. Access is restricted to authorised DfE and education establishment users with a DfE Sign-in account who need to see it to fulfil their official duties. The information is for internal purposes only and is not shared beyond the DfE, unless the law allows it to be.

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the trust or school holds about you.
- Restrict the processing of your personal information, e.g. consenting to it being stored but restricting it being processed any further.
- Object to and prevent processing for the purpose of direct marketing and processing for the purpose of scientific or historical research and statistics.
- Object to decisions being taken by automated means.
- Have inaccurate or incomplete personal data rectified, blocked, erased or destroyed.
- Not be subjected to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- To request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we hold about you, please contact the Data Protection Officer, Mrs Anna Allen, Houghton Conquest Lower School, High Street, Houghton Conquest. MK45 3LL on 01234740202.

How to withdraw consent and lodge complaints

Where the school processes data on the basis of consent, you have the right to withdraw your consent at any time. To withdraw your consent, you can contact Mrs Anna Allen on 01234740202. You are not required to provide a reason for withdrawing consent.

If you are concerned or unhappy about the way we are collecting or using your information, please raise your concern or lodge a complaint with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns>.

Updating this privacy notice

We made need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 18/03/2024.

How can you find out more information?

You can find the schools privacy notice on the school's website www.hcschool.org.uk. If you would like to discuss anything in this privacy notice, please contact Mrs Anna Allen on 01234740202.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.hcschool.org.uk, contact the DfE directly via their website (<https://form.education.gov.uk>), or download our Data Protection Policy and Records, Retention and Disposal Policy.

Declaration

I, _____, declare that I understand:

- The categories of my personal information the school collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school may share my information with the stated organisations.
- The school will not share information about me with anyone without my consent, unless the law and our policies allow the school to do so.
- My information is retained in line with the school's Records, Retention and Disposal Policy.
- My rights to the processing of my personal information.

Name of trustee/governor:

Signature of trustee/governor:

Date:
