



### **1. How we use Governor and Associate Member information**

Data protection legislation gives Governors and Associate Members the right to be informed about what personal data is held on them, how that data is used, who it is shared with and how long it is retained. This privacy notice provides this information, in general terms, in relation to information held on Governors and Associate Members, as well as the lawful basis under which it is collected and retained.

If after reading this notice you have any questions relating to the data we hold or how we use it, please contact our Data Protection Officer, whose contact details are listed at the end of this notice.

Langtree Community School is the Data Controller in charge of the data.

### **2. The categories of Governor/Associate Member information that we process include:**

- Personal identifiers and contact details (such as name, date of birth, address and telephone numbers)
- Qualifications and skills
- Business interests
- Governance details (such as role, start and end dates and Governor ID)

### **3. Why we collect and use Governor/Associate Member information**

Most personal data collected is essential in order for the school to fulfil its official functions and to meet legal requirements. However, we may occasionally also seek consent to collect other personal data. We collect and use Governor/Associate Member information, for the following purposes:

- To enable the development of a comprehensive picture of governance and how it is deployed
- To enable appropriate checks to be completed including for safeguarding
- To book training and enable Governors/Associate Members to be kept informed of training and other relevant information
- To inform relevant authorities/organisations of a Governor or Associate Member.

### **4. The lawful basis on which we process this information**

We only collect and use Governor/Associate Member personal data when the law allows us to do so. Most personal data collected is essential in order for the school to fulfil its official functions and to meet the statutory duties placed upon it. All maintained school governing boards, under [section 538 of the Education Act 1996](#) have a legal duty to provide governance information.

We may process Governor/Associate Member personal data under the following lawful bases:

- Processing is necessary to perform a task in the public interest or for our official functions and the task has a clear basis in law
- We have obtained the data subject's consent to use it in a certain way
- Processing is necessary to comply with our legal obligations
- We need to protect someone's vital interests.

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 the UK General Data Protection Regulation (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 in this.

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

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

If we need to process any special category data under Article 9 of the UK GDPR which is of a more sensitive nature, we will only do so if we have a lawful basis to do so under Paragraph 2 of Article 9 of the UK GDPR.

## **5. Collecting Governor/Associate Member information**

The majority of Governor/Associate Member information is collected by the Clerk to the Governors as part of an induction meeting.

## **6. Storing information**

We hold data securely for the set amount of time shown in our data retention schedule. Primarily, we hold Governor/Associate Member personal data for the length of time that the individual serves as a Governor/Associate Member or until they resign plus another 12 months (this is also how long information appears on GIAS). However, minutes of meetings are held indefinitely. For more information on our data retention schedule and how we keep your data safe, please contact the Data Protection Officer whose details are at the end of this notice.

## **7. Who we share Governor/Associate Member information with**

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

We routinely share information with:

- The Department for Education (DfE) through Get Information about Schools (GIAS)
- Our local authority – through the Babcock LDP Governance Consultancy Team
- Other governors on the same governing board

- The Disclosure and Barring Service

### *Department for Education*

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information with the Department for Education (DfE) under [section 538 of the Education Act 1996](#).

It is a statutory requirement to inform the DfE through Get Information About Schools (GIAS) about new Governor appointments. 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:

- increases the transparency of governance arrangements
- enables 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

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

## *Disclosure and Barring Service*

All maintained school Governors are required to have an enhanced criminal records certificate from the DBS. The school Single Central Record will record that appropriate checks have been carried out for everyone involved in the governance of the school.

## *Websites*

It is a statutory requirement that school websites include Governor information.

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

Under data protection legislation, you have the right to request access to personal information that we hold about you by making a Subject Access Request. If you make a Subject Access Request and we do hold information about you, we will:

- Give you a description of the information held
- Tell you why we are processing it and for how long we will keep it
- 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 also have the right to:

- Object to processing of personal data if it is likely to cause, or is causing, damage or distress
- Prevent processing of your personal for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances: have personal data erased or destroyed, restrict the processing of data, have inaccurate personal data rectified and have personal information transmitted electronically to another organisation
- Seek redress, either through the Information Commissioner's Office, or through the courts

If you would like to make a Subject Access Request or exercise another of the above rights, please contact Langtree Community School.

## **9. 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, please let us know.

We take any complaints about our collection and use of personal data very seriously. If you think that our collection or use of your personal data is unfair, misleading or inappropriate, or you have any other concern about our data processing, please raise this with us in the first instance by contacting our Data Protection Officer using the contact details in section 11 below.

You can also make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **10. 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 25<sup>th</sup> May 2022.

## **11. Contact**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer (DPO):

Alvin Scott (DPO)  
Coplestone Primary School  
Bewsley Hill  
Coplestone  
Crediton  
Devon  
EX17 5NX

Email: [dpo@devonmoorsfederation.devon.sch.uk](mailto:dpo@devonmoorsfederation.devon.sch.uk)