# School Privacy Notice
# How we use Governor Information

Under General Data Protection Regulations (GDPR) and the Data Protection Act (DPA) 2018 we are obliged to inform you of the information we hold on you as governors at our school, including what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. It if, or any information linked to is unclear, please contact the school office, or the school's Data Protection Officer. Contact details for both are available at the end of this privacy notice.

We, **St Mary Magdalene CE Primary School** at ***Rowington Close, London W2 5TF*** are the Data Controller for the purposes of data protection law.

As a public body as we have appointed Grow Partners Ltd as its Data Protection Officer (DPO), the responsible contact is **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**

1. **The categories of Governor information that we collect, hold and share include but are not limited to:**
    - Personal information (such as name, address, national insurance number).
    - Contact details and preference (contact telephone numbers, email addresses, addresses)
    - Details of your qualifications, skills, and experience for skills audit purposes;
    - Details of your bank account and national insurance number for reimbursement of expenses
    - Information about your criminal record;
    - Details of your appointment, including the appointing body, the date of appointment, and term of office.
    - Training you have attended in your role as a governor
    - Your attendance and visits to the school in your role as a governor
    - Any roles or leadership responsibilities you hold within the governing body
    - Your business or other charitable interests
    - Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments and fulfil its duty of care (including the use of Occupational Health Services);
    - Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief. Where this has been provided.
    - Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).
    - CCTV images

    We may also hold personal data about you from third parties, such as information supplied by the appointing body and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

2. **Why we collect and use this information**

    The purpose of collecting and processing this data is to help us recruit Governors and run the school efficiently, including but not limited to:
    - Enable you to serve as a governor
    - Comply with our statutory safeguarding obligations
    - Ensure we comply with our instrument of governance / Articles of Association
    - Support effective governor development
    - Support effective management of the school

- Statutory reporting the Department for Education
- Equalities monitoring and reporting
- Respond to any staffing issues
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- To assess the quality of our services
- To comply with the law regarding data sharing

## 3. The lawful basis on which we use this information

Our lawful basis for collecting and processing staff information is defined under Article 6 of the GDPR (also included in the Data Protection Act 2018), and the following sub-paragraphs apply:

- a) Data subject gives consent for one or more specific purposes.
- (c) Processing is necessary to comply with the legal obligations of the controller.
- (d) Processing is necessary to protect the vital interests of the data subject.
- (e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).
- (f) Processing is necessary for your legitimate interests or the legitimate interests of a third party.

Our lawful basis for collecting and processing your information is also further defined under Article 9 of the GDPR (also included in the Data Protection Act 2018), in that some of the information we process is deemed to be sensitive, or special, information and the following sub- apply:

- (a) The data subject has given explicit consent.
- (b) It is necessary to fulfill the obligations of controller or of data subject.
- (c) It is necessary to protect the vital interests of the data subject.
- (d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- (h) Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment

A full breakdown of the information we collect on Governors can be found herein the record of data processing which can be requested from our DPO, **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**.

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

## 4. Collecting Governor 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 the General Data Protection Regulation and the Data Protection Act 2018, we will inform you whether you are required to provide certain your information to us or if you have a choice in this. Where we have obtained consent to use your 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 your personal data overlap, and there may be several grounds which justify our use of this data.

## 5. Storing your data

We create and maintain a file for each governing body member. The information contained in this file is kept secure and is only used for purposes directly relevant to your term as a governor at the school. Once your term(s) of office with us has ended, we will retain this file and delete the information in it in accordance with our retention policy.
Which can be requested from our DPO, **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**.
We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

## 6. Who we share information with

We routinely share Governor information with appropriate third parties, including:

- The Department for Education - to meet our legal obligations to share certain information with it
- Ofsted
- Our auditors, to ensure our compliance with our legal obligations
- Professional advisers and consultants – for us to develop our service to best provide our public service
- Police forces, courts, tribunals

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## 7. Why we share your information

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

**Department for Education (DfE)**
We share personal data with the Department for Education (DfE) on a statutory basis. Under s.538 of the Education Act 1996, and the Academies Financial Handbook, the Secretary of State requires boards to provide certain details they hold about people involved in governance, as volunteered by individuals, and the information kept up to date.

## 8. Data collection requirements:

The DfE collects and processes personal data relating to those governing schools (including Single and Multi Academy Trusts and all schools are required to ensure they keep their governors details up to date under s.538 of the Education Act 1996, and the Academies Financial Handbook

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

For more information about the department's data sharing process, please visit:
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

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

## 9. Requesting access to your personal data and your Data Protection Rights

Under data protection legislation, governors have the right to request access to information about them that we hold, through 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Further to the right to access, 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; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

**St Mary Magdalene CE Primary School** reserves to right to verify the requester's identification by asking for Photo ID, if this proves insufficient then further ID may be required.

Any requests should be directed to our DPO, **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**.

## 10. Data Protection Breaches

If you suspect that yours or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage. Then we ask that you please contact our DPO, **John Pearson-Hicks - john.pearson-hicks@london.anglican.org** and advise us without undue delay.

## 11. Complaints

We take any complaints about our collection and use of personal information very seriously.
If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer, **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**

Alternatively, you can 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

## 12. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer, **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**