



## Hollinswood Primary School & Nursery

### **Privacy Notice – How we use Personal Information on Get Information About Schools (GIAS) for School Governors, Associate Members and Clerks.**

#### **The Categories of Governor Information that we Collect, Process, Hold and Share Include:**

- Personal Identifiers, Contacts and Characteristics (Such as Name, Previous Name, Date of Birth, Contact Details and Postcode)
- Qualifications, Skills, Previous and Current Employment
- Governance Details (Such as Role, Start and End Dates and Governor ID)

#### **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:

- To meet the statutory duties placed upon us
- Enable the development of a comprehensive picture of governance and how it is deployed
- To enable appropriate checks to be completed
- Enable individuals to be kept informed of governance training, book training and relevant information
- To inform relevant authorities/organisations of a member/trustee/governor/clerk appointment
- To undertake our responsibilities for safeguarding children
- To communicate with you
- To comply with the law regarding data sharing

#### **The Lawful Basis on which we Process this Information**

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

- We process this information under Legal Obligation; further to section 538 of the Education Act 1996, governing boards must provide information they hold about their governors and governance arrangements to the Secretary of State for Education through Get Information About Schools, (GIAS). Under The School Governance



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(Constitution and Federations) (England) (Amendment) Regulations 2016 it is a requirement for all governors to have an enhanced DBS check. The Constitution of Governing Bodies of Maintained Schools Statutory Guidance, August 2017, stipulates that governor and associate member information is published on the school website; (name, category of governor, term of office, appointed by, any office held [such as chair, vice-chair, safeguarding lead], summary of relevant business interests, and attendance at meetings). for the purpose **a)** named above in accordance with the legal basis of **Legal Obligation**.

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 Governor Information

We collect personal information via a Declaration Form issued by the School Governance Team, and the forms required to be completed for DBS certificates.

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 governor, associate member and clerk data for the length of time that the individual serves or until they resign plus 12 months. The school website must include stipulated information governors and associate members who have served in the last 12 months; (name, category of governor, term of office, appointed by, any office held (such as chair, vice-chair, safeguarding lead), summary of relevant business interests, attendance at meetings).

### Who we Share Governor Information with

We routinely share this information with:

- Our Local Authority (where applicable)
- The Department for Education (DfE)
- The School Office
- Other Governors on the same Governing Board
- Disclosure and Barring Service
- The Clerk to the Board



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## 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 appointment and resignation information about board members with Telford and Wrekin Council (LA) for inclusion on their database.

As a school which subscribes to the LA CPD Service. We share information for booking training and accessing support services.

### **Department for Education (DfE)**

We are required to share information about our governors with the Department for Education (DfE) under section 538 of the Education Act 1996. We share personal data with the Department for Education (DfE), through Get Information About Schools (GIAS).

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.

### **School Office**

In case of emergency or an Ofsted inspection it is necessary for the school office to hold details of any individuals involved in the governance of the school. The school Single Central Record will record that appropriate checks have been carried out for everyone involved in the governance of the school.

For ease of communication and with your consent contact details may be shared with other governors on the board.

### **Disclosure and Barring Service**

All maintained school governors are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks and Section 128 checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

## 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

[A2200@taw.org.uk](mailto:A2200@taw.org.uk)



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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 at [A2200@taw.org.uk](mailto:A2200@taw.org.uk)

Alternatively 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 Donna O'Reilly (School Business Manager) either in writing or by email to [A2200@taw.org.uk](mailto:A2200@taw.org.uk).

### 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 February 2019.

### Contact

If you would like to discuss anything in this privacy notice, please contact:

Rob Montgomery/Susan Wright (Data Protection Officers) on [IG@telford.gov.uk](mailto:IG@telford.gov.uk)



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