

Privacy Notice - Governors

Document Review and Approval

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A copy of this document and other related policies can be obtained from the School Office.

This document will be reviewed annually and sooner when significant changes are made to the law.

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1. Privacy Notice (How we use your information)

Gildredge House collects, holds, uses, and shares information about our workforce. This is known as 'personal data' and you have rights around that data, including knowing how and why we are processing the data. 'Processing' data means collecting, storing, using, sharing, and disposing of it. We collect, hold, and share personal information about our Governors.

For the purposes of Data Protection legislation, Gildredge House is a Data Controller and is registered as such with the Information Commissioner's Office.

2. Categories of Governors' information that we process

The categories of Governors' information that we process include:

- Personal identifiers, contacts, and characteristics such as name, date of birth, contact details, address, and photograph.
- Characteristics such as ethnicity, language, religion and identity*.
- Equalities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief*.
- Governance details such as role, start and end dates, and Governor ID.
- Information about medical or health conditions that we need to know about, including whether you have a disability for which the school needs to make reasonable adjustments*.
- Next of kin and emergency contact details.
- Related parties'/close family members' interests where required by the Academies Accounts Direction from the Department for Education (DfE).
- Checks made regarding online presence including social media searches.
- Use of school devices and networks as part of our safeguarding procedures.
- Information about any criminal convictions, offences, cautions and prohibitions. This information may have come from other organisations including former employers, Teacher Regulation Agency, social services, and the Disclosure & Barring Service.*

Items marked with an asterisk * are particularly sensitive and so are known as special category or criminal offence data. This includes data that the Department for Education advises we treat as special category.

Some of the legal conditions for processing special category and criminal offence data require us to have an Appropriate Policy Document (APD) in place, setting out and explaining our procedures for securing compliance with the data protection principles and to have policies regarding the retention and erasure of such personal data. This document is our Special Category Data Policy and should be read alongside this Privacy Notice.

3. Why we collect and use Governors' information

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

We collect and use governance information, for the following purposes:

- to meet the statutory duties placed upon us;
- to facilitate safer recruitment, for example, by carrying out criminal records checks;
- to help us to deliver our responsibilities to our school community;
- to communicate with our Governing Board;

- to inform the school community of the identity of the individuals who comprise the Governing Board; and
- to identify our Governors to our parents and students, for safeguarding purposes, and celebration purposes, for example, to record school events.

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

- Article 6(a) - Your consent (for any processing which does not fall into the other bases explained below).
- Article 6(c) - Compliance and with our legal obligations[^].
- Article 6(d) - Being necessary for us to protect your, or someone else's, Vital Interests (potentially lifesaving).
- Article 6(e) - Carrying out tasks in the Public Interest.
- The Academy Trust Handbook and the Academies Accounts Direction from the DfE.

[^]All academy trusts, under the Academy Trust Handbook have a legal duty to provide the information as detailed above.

[^]Keeping Children Safe in Education (statutory guidance from the DfE issued under Section 175 of the Education Act 2002 etc).

The ways we collect and use *sensitive* Governor information are lawful based on Articles 9 and 10 of UK GDPR. Please see our Special Category Data Policy for full details of these lawful bases for processing this data.

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

3.1 Marketing Purposes

Where you have given us consent to do so, we may send you marketing information by email. You can withdraw this consent at any time by contacting the School Office.

3.2 Automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. Should this change in the future, Privacy Notices will be updated to explain both the processing and your right to object to it.

We may use our authorised Artificial Intelligence (AI) tools to help us review and analyse written information that individuals provide to us. This may include identifying themes, patterns or areas of interest within the responses we receive. The AI does not make decisions about individuals, and any analysis is always reviewed and interpreted by staff.

4. How we collect Governors' information

We collect personal information in a variety of ways. For example, data is collected through application forms, obtained from your passport or other identity documents such as your driving licence, from forms completed by you at the start of or during your term as a Governor, from correspondence with you, or through interviews, meetings or other assessments, images provided by you or taken using school photographic equipment, local authorities, the NHS, law enforcement e.g. Police, the Disclosure and Barring Service, and the DfE.

Governors' 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 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 in this.

5. How, where, and for how long we store Governors' information

We store Governor information securely on the school's IT network or within secure cloud-based servers. Secure storage is provided for paper-based records.

We only keep the information for the length of time we need it for, as shown in our Retention Schedule.

We dispose of personal information securely when we no longer need it.

6. Who we share Governors' information with

We routinely share this information with:

- Our Local Authority
- The DfE including the Teaching Regulation Agency
- Companies House
- Our Governing Board
- The Disclosure and Barring Service
- Our school community (via the school website)

7. Why we share Governors' information

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

8. Local Authority

Where we are required to share information about school governance with our Local Authority, we do so under the terms of a Information Sharing Agreement.

9. Department for Education (DfE)

The DfE collects personal data from educational settings and Local Authorities. We are required to share information about individuals in governance roles with the DfE under the requirements set out in the Academy Trust Handbook.

All data is entered manually on the Get Information About Schools (GIAS) system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

To find out more about the data collection requirements placed on us by the Government and the DfE including the data that we share with them visit www.gov.uk/government/news/national-database-of-governors

The governance data that we lawfully share with the DfE via GIAS at get-information-schools.service.gov.uk/:

- will increase the transparency of governance arrangements;
- will enable maintained schools and academy trusts and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context; and

- allows 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.

Note: Some of these personal data items are not publicly 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 DfE, unless law allows it.

For Privacy Notices and further information relating to how the DfE collects, holds, and uses your personal information please visit:

[Personal information charter - Department for Education - GOV.UK](#)

For all information related to the retention periods for data processed by the DfE, please visit:

[DfE retention schedule - GOV.UK](#)

9.1. Sharing by the DfE

The DfE may share information about Governors with third parties who promote the education or wellbeing of children, or who support the effective governance and leadership of schools and academies in England. This may include:

- conducting research or analysis;
- producing national or sector level statistics; and/or
- providing information, advice, or guidance to support effective governance.

The DfE will only share your personal data where it is lawful, secure, and ethical to do so and has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning, and strict information security standards.

The DfE provides a formal process for external organisations to apply for access to certain types of personal data it holds. Depending on the nature of the request, access may be provided through the Office for National Statistics Secure Research Service (ONS SRS), the UK Data Service (UKDS), or directly by the DfE where data cannot be shared via those routes. The DfE will only share personal data when strict legal and data protection requirements are met, and in many cases, data is first de-identified by accredited processors such as the ONS or UK Data Service before being made available. Applicants must demonstrate a clear purpose, satisfy security and lawful basis requirements, and comply with the DfE's data sharing arrangements. More information about how organisations can apply for DfE held personal data, including the available routes and eligibility criteria, is available at: <https://www.gov.uk/guidance/apply-for-department-for-education-dfe-personal-data>

9.2 Companies House

Companies House is the registry for all UK limited companies, and academies and free schools are required to provide Companies House with information about the school's activities, annual accounts, and who controls it. Academies and free schools must also give details of its Directors (which are Governors), who are responsible for running the company (which is the school). This collection of public information is commonly known as the Companies House register or 'public register'.

The Companies House register which can be accessed at <https://find-and-update.company-information.service.gov.uk/> is available worldwide for the public to search online free of charge. Anybody who becomes a Director or officer of a company must be prepared for some of their details to be made publicly available.

It is important to understand the personal data that academies and free schools have a duty to make available to the public: name, nationality, occupation, date of birth (month and year), correspondence address (the school address). Full date of birth and home address will also be provided. However, this information will not be available on the public register for everyone to see; it is kept on a private register and Companies House will only provide this information to credit reference agencies and specified public authorities, such as the Police. In certain circumstances, you may be able to restrict the disclosure of your home address to credit reference agencies.

More information can be found at www.gov.uk/guidance/your-personal-information-on-the-public-record-at-companies-house

9.3. How to find out what personal information DfE hold about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- 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; and/or
- 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 (SAR). Further information on how to do this can be found within the DfE's personal information charter that is published at:

www.gov.uk/government/organisations/department-for-education/about/personal-information-charter or www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

Further information on what personal information the DfE holds about you is published in the privacy notice below:

www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers

To contact the DfE, please go to: www.gov.uk/contact-dfe

10. Freedom of Information Act and Environmental Information Regulations 2004

As a public body, Gildredge House is subject to requests made under the above legislation. Therefore, we have a legal obligation to process any personal data we hold when considering requests under these laws. For example, we may receive a request asking about numbers and/or roles of Governors.

However, we will never disclose personal data in our responses to these requests where to do so would contravene the principles of data protection.

11. 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 the Data Protection Manager using the details below.

You also have the right to:

- be informed about the collection and use of your personal data;
- rectification i.e. to have inaccurate personal data rectified or completed if it is incomplete;
- erasure, often known as the 'right to be forgotten'. However this does not apply where, amongst other things, processing is necessary to comply with a legal obligation;
- restrict processing, although as above, this is a limited right; and
- object; though other than for marketing purposes, this is also limited as above.

Where we rely on your consent to process your data, you have the right to revoke that consent. If you do change your mind, or you are unhappy with our use of your personal data, please let us know - our contact details are at the end of this document.

You also have rights in relation to automated decision making and profiling, though these are not currently relevant.

Finally, you have the right to seek redress, either through the ICO, or through the courts.

If you make a request, we will keep a record of the request and any personal data supplied for a suitable period after its fulfilment, in order to deal with any questions that you, your representatives, or the regulators may have about it.

12. Contacts

If you have a concern about the way we are collecting or using your personal data, you would like to exercise your data protection rights, or you would like to discuss anything in this Privacy Notice, we ask that you raise your concern with the school in the first instance. Please contact the Data Protection Manager on dataprotection@gildredgehouse.org.uk

Alternatively, please contact the school's Data Protection Officer:

DPO: Education Data Hub (Data Protection), Derbyshire County Council
DPO Email: dpforschools@derbyshire.gov.uk
DPO Phone: 01629 532888
DPO Address: County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

For our local authority, East Sussex County Council:

Data Protection Officer
Children's Services Department, East Sussex County Council
County Hall
St Anne's Crescent
Lewes
East Sussex
BN7 1UE

Email: www.eastsussex.gov.uk/your-council/about/key-documents/foi/data-protection/data-protection-officer

Telephone: 01273 482 304

For the DfE:

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk or <https://www.gov.uk/contact-dfe>

Email: <http://www.education.gov.uk>

Telephone: 0370 000 2288

If, however, you are dissatisfied with our response to your concerns you can contact the ICO quoting our ICO registration number **ZA475498** and stating that the Data Controller is Gildredge House.

Information Commissioners' Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Website: <https://ico.org.uk/concerns/>