



## Privacy Notice for Governors



### Introduction

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

Our school processes personal data relating to parents, pupils, staff, governors, visitors and others and therefore is a data controller.

The school is registered as a data controller with the ICO and will renew this registration annually or as otherwise legally required.

Glebe's DPO is John Moorhouse Data Protection Consultant Chorus Advisers and he is contactable through the GDPR lead (The Headteacher) who is contactable via [office@glebeprimary.org](mailto:office@glebeprimary.org).

As a school we collect a significant amount of information about our pupils. This notice explains why we collect the information, how we use it, the type of information we collect and our lawful reasons to do so.

### The personal data we hold:

We process data relating to those volunteering at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Full name and address
- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "Special Categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements
- Information about any health conditions you have that we need to be aware of

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

### Why we use this data:

The purpose of processing this data is to support the school to:

- Establish and maintain effective governance.
- Meet statutory obligations for publishing and sharing Governors' details.

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils.
- Undertake equalities monitoring.
- Ensure that appropriate access arrangements can be provided for volunteers who require them.

### **Our lawful basis for using this data:**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation.
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way.
- We need to protect your vital interests (or someone else's interests).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

### **Our basis for using special category data**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

### Collecting this information:

While most of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### How we store this data:

Personal data we collect as part of the job application process is stored in line with retention schedule below.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.

Basic file description	Retention Period	Action at the end of the administrative life of the record
Records relating to the appointment of a clerk to the governing body	Date on which clerk appointment ceases + 6 years	SECURE DISPOSAL
Records relating to the terms of office of serving governors, including evidence of appointment	Date appointment ceases + 6 years	
Records relating to governor declaration against disqualification criteria	Date appointment ceases + 6 years	SECURE DISPOSAL
Instrument of Government including articles of association	Permanent	ARCHIVE
Register of business interests	Date appointment ceases + 6 years	SECURE DISPOSAL
Governors' Code of Conduct	This is expected to be a dynamic document; one copy of each version should be kept for the life of the organisation	
Records relating to the training required and received by Governors	Date Governor steps down + 6 years	SECURE DISPOSAL
Records relating to the induction programme for new governors	Date appointment ceases + 6 years	SECURE DISPOSAL
Records relating to DBS checks carried out on clerk and members of the governing body	Date of DBS check + 6 months	SECURE DISPOSAL
Governor personnel files	Date appointment ceases + 6 years	SECURE DISPOSAL
Governors minutes – principle set signed with appropriate agenda & any reports referred to	Permanent	ARCHIVE

Governor documentation - agendas, action plans and policy documents	Date of meeting +3 years	SECURE DISPOSAL
Governor reports	Date of meeting + 6 years	SECURE DISPOSAL

### **Data sharing:**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about Governors/Trustees.
- Our Local Authority – to meet our legal obligations to share certain information with it, such as details of Governors.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as Governor/Trustee support.
- Professional advisers and consultants.
- Employment and recruitment agencies.
- Police forces, courts.

### **Transferring data internationally:**

Where we transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with Data Protection Law.

### **Your rights:**

#### **How to access the personal information we hold about you**

Individuals have a right to make a 'Subject Access Request' to gain access to personal information that we hold about them.

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.
- 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 may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact Mrs Penney, Headteacher, Glebe Primary School.

#### **Your other rights regarding your data**

Under Data Protection Law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress.
- Prevent your data being used to send direct marketing.
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person).

- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact Rachael Schofield, Headteacher, Bassingbourn Primary School.

## 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.

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

## 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 Moorhouse

Chorus Advisors Ltd

University of Essex,

4th Floor Gateway Building,

Southend-On-Sea,

Essex SS1 1LW,

United Kingdom

