

PRIVACY NOTICE

College Road Primary School Governors Privacy Notice

INTRODUCTION

Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679).

This data is collected in a number of ways but namely via application forms and other information you provide, Disclosure & Barring Service, Employers, and our Local Authority. This document provides information on the data collected and how it is used.

THE CATEGORIES OF INFORMATION THAT WE PROCESS INCLUDE:

- Personal identifiers for you (such as name, address, payroll number, teacher reference number, National Insurance number, emergency contact details and address);
- Identity Verification (such as driving licence, passport, utility bill);
- Equal Opportunities Information (your gender, race or ethnicity, religion or belief, sexual orientation, age, disabilities);
- Recruitment information (including, skills, knowledge and experience, references and other information as part of the application process);
- Disclosure and barring service certification, including information about criminal convictions and offences;
- Governance details (such as role, start and end dates and governor ID);
- Training undertaken to undertake the role (including induction/H&S, safeguarding etc);
- Details of any accidents connected with the role. This will include entry to our accident book/other (specify) reporting system *delete as appropriate*, details of any first aid given, details of health and safety investigations undertaken and details of reports to relevant authorities for health and safety purposes.
- Photograph for ID purposes;
- Marital status and dependants, next of kin and emergency contact information;
- CCTV footage and other information obtained through electronic means such as swipe card records;
- Information about your use of our information and communications systems;

This list is not exhaustive, to access the current list of categories of information we process please see our data asset register.

PROCESSING PERSONAL INFORMATION

The Data Protection Act 2018 and the EU General Data Protection Regulation ensure that we comply with a series of data protection principles when processing personal data. These principles are there to protect you and they make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner;
- Collect personal information for a specified, explicit and legitimate purpose;
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected;
- Ensure the personal information is accurate and up to date;
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected;
- Keep your personal information securely using appropriate technical or organisational measures;

WHY WE COLLECT AND USE PERSONAL INFORMATION

The personal data we collect is essential for our school to fulfil our official functions and meet legal requirements. This information ensures that we provide an effective and efficient service to our school community. Whilst the majority of personal information you provide to us is mandatory, some of it is 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.

We collect and use your information to:

- Make decisions based on fact;
- To ensure that that we have a fully staffed board of governors with appropriate skills to meet the needs of the school;
- To keep our pupils safe;
- To make sure that we can provide any reasonable adjustments in relation to your physical or mental health, to enable you to carry out the job for which you are employed; (this includes assessing your fitness to work);
- To define the terms of your contract and administer these;
- For the formulation and implementation of employment policies and procedures for recruitment, training, promotion and dismissal;
- To monitor fair and consistent treatment of governors (including providing equal opportunities);
- To keep you safe and well at work whilst carrying out your governance duties by meeting Health and Safety regulations, including management of accidents and injuries and DSE assessments;
- To deal with legal disputes involving you or our employees, workers and contractors;
- To prevent fraud;
- For auditing purposes, both internal and external, including from professional bodies such as Ofsted;
- To meet statutory duties placed upon us.

GDPR also requires that we have a lawful basis to collect and use workforce information. For the specific basis used for each category of information please refer to our data asset register. We will only process personal data where we have grounds (lawful basis) for that processing:

- **Consent:** the individual has given clear consent for the school to process their personal data for a specific purpose.
- **Contract:** the data needs to be processed so that the school can fulfil a contract we have with the individual, or the individual has asked the school to take specific steps before entering into a contract.
- **Legal obligation:** the data needs to be processed so that the school can comply with the law (not including contractual obligations).
- **Vital interests:** the data needs to be processed to protect someone's life.
- **Public task:** the data needs to be processed so that the school, as a public authority, can perform a task in the public interest, and carry out its official functions. The task or function has to have a clear basis in law.
- **Legitimate interests:** the data needs to be processed for the legitimate interests of the school or a third party (provided the individual's rights and freedoms are not overridden)

CONSENT

Where we are relying on consent for processing your personal information we will be explicit about why we are processing your information and will only use your consent for the reasons that we have specified.

Withdrawal of consent

Where we are processing 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 <business manager/administrator/other> on <tel no> or by emailing <email>.

INFORMATION SHARING

We do not share information about our board of governors with anyone without consent unless the law and our policies allow us to do so. We will only ever share information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

We will never share personal information for marketing purposes.

Local Authority: We are required to share information about our governors with our local authority (LA).

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

Please see appendix A for details about how the government use your information including GIAS

We also routinely share your personal information with the following third parties.

- Our HR and Legal providers
- Our Auditors
- Our IT provider

RETENTION PERIODS

- We will not keep data for longer than we need it. Data will be retained in line with the [Information and Records Management Society's toolkit for schools](#).
- Personal Data will be safely destroyed or deleted when it is no longer needed.

INDIVIDUAL RIGHTS REGARDING PERSONAL DATA

Under data protection legislation, you have rights in relation to information about you that we hold.

You have the right:

- To be informed via Privacy Notices such as this;
- 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 to prevent processing unless we have a legal obligation to process your personal information;
- To restrict our processing of your personal data (i.e. permitting its storage but no further processing);

- To data portability. We need to be able to provide you with your personal data in a structured, commonly used, machine readable form when asked;
- 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.

To make a request under any of your rights please refer to the 'Subject Rights Advice & Application Form', or contact the Data Protection Officer.

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 or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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 October 2018.

DATA CONTROLLER

College Road Primary School is registered as a data controller with the Information Commissioner's Office (registration number: tbc).

CONTACT

If you would like to discuss anything in this privacy notice, please contact: our Data Protection Officer, Liz Easterbrook in writing at Finance, Plymouth City Council, Ballard House, West Hoe Road, Plymouth, PL1 3BJ, by telephone on 01752 398380 or by email at dataprotectionofficer@plymouth.gov.uk

APPENDIX A

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.