

# The Ellis C of E Primary School

## Privacy Notice (How we use Governor personal information)

All organisations that collect, process and share personal data (known as data controllers) are required to comply with the UK-GDPR (General Data Protection Regulations). One of the requirements is to issue Privacy Notices so that individuals (data subjects) are fully informed of what happens to their personal data once it is collected. The school is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to Governors is to be processed. Where necessary, third parties may be responsible for processing Governor members' personal information, Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with Governor members' privacy rights.

## The categories of Governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, address, telephone and email address details)
- governance details (such as role, start and end dates and governor ID)
- DBS checks
- Governor photographs for display in the school entrance and on the school website

This list is not exhaustive, to access the current list of categories of information we process please contact the School Business Manager.

## 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:

- a) to meet the statutory duties placed upon us

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

- 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 Governor Nomination Forms or Application Forms.

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 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.

## Storing Governor information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the School Business Manager.

## Who we share Governor information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- Gov.uk GIAS (Governor Information About Schools)

## 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 information about our Governors with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments Department for Education

### Department for Education

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

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.

## 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 Headteacher or the school Data Protection Officer.

You also have the right:

- 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 or directly 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.

## 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 on 1.4.19.

## Contact

If you would like to discuss anything in this privacy notice, please contact: The Headteacher or Data Protection Officer at The Ellis C of E Primary School, School Street, Hemingfield, Barnsley, S73 0PS or telephone 01226 753383.

## 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>

## Covid 19 Privacy Notice

As a 'Data Controller' we have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation. As a result of the COVID-19 pandemic we are obliged to share attendance data with the Department for Education to facilitate the provision of care for vulnerable children and the children of critical workers.

In addition to the above, personal data of employees, parents or visitors to school may be shared with NHS/Public Health Agencies where relevant to the Covid pandemic.

The Ellis CE Primary School may be required to share Personal Data of individuals under the Track and Trace scheme. The scheme does have a Privacy Notice:

<https://contact-tracing.phe.gov.uk/help/privacy-notice>