



Privacy Notice – Governors

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Introduction

Moston Fields Primary School must collect and process personal information (data) about you when you are appointed as a governor of our school to meet our statutory and operational obligations. This privacy notice outlines what data we collect about you when you join the school, why we need it and how it is used.

The school process all personal data in accordance with the UK General Data Protection Regulation (UK-GDPR) and Data Protection Act (2018).

Data Controller

The school is the 'Data Controller' for the personal information that we process about you. This means that we are responsible for your data and make decisions on how it is used.

Data Protection Officer

The school has appointed a Data Protection Officer (DPO) who is responsible for overseeing compliance with the relevant data protection legislation. Our DPO provides support to the school and acts as the first point of contact for any questions or queries regarding data protection.

Our DPO is Miss Danielle Eadie from RADCaT Ltd who is supported by the leadership team at the school. Any data protection queries should be forwarded to the school office in the first instance.

What personal data do we process about you and why we need it?

We process the following general categories of personal data when you are inducted as a governor to ensure we can effectively correspond with you and provide you with the necessary resources to fulfil your role:

- Full name

- Address and Contact details (including emergency contacts)

To meet our safeguarding obligations and confirm your suitability for your role, the school will process the following information about you:

- Proof of ID (photo and address)
- DBS check (only reference and date of check kept)

As an education provider in the UK, the school must process the following further categories of personal data about you to meet the statutory obligations placed upon us by the Department for Education.

- Postcode, D.O.B and any previous names.
- Role
- Governor ID
- Dates and Means of Appointment
- Declaration of Pecuniary and Personal Interests
- Attendance at Meetings (including minutes)

The following general information will also be processed by the school during your role with us (**where applicable**) to meet our further legal and operational duties:

- CCTV: records images for site security if you visit the school.
- Health & Safety: logs of your visits to site.
- Health & Safety: medical information or access requirements declared to us by you.
- Health & Safety: accident / injury records.
- Compliance: records of training you partake in.
- Usage Data: access and usage of school systems and records.
- Incidents: records of any concerns about you or incidents that you are party to.

Where we get your information?

Most of the personal information that we process is provided directly by you upon induction to your role. Further information will be collated by the school as your role with us progresses.

We receive a small amount of information about you from third parties, this is typically limited to the results of your DBS check and other third-party service providers; ICT access to our systems and training providers issuing your certificates etc.

Whilst most of the information that we process is mandatory, we will inform you if there are any data processing activities that are optional and seek your permission where necessary.

Our lawful basis for processing your personal data?

Under the UK-GDPR, the school must have a lawful basis to process your personal data. Your data is primarily processed as the school has a **legal obligation** that requires us to do so. All maintained schools have a legal duty to provide governance information as part of the following statutory regulations:

- Section 538 of The Education Act (1996)

As part of these statutory regulations, general information about you and your role is published by the Department for Education (DfE) on their 'Get Information about Schools' (GIAS) website:

<https://get-information-schools.service.gov.uk/>

We must also publicise information about you and your role on the school website:

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#governors-information-and-duties>

Further legislation and regulations that require us to process your personal data include:

- Health & Safety at Work Act (1974): providing a safe and secure working environment and the recording and reporting of accidents and injuries.
- Keeping Children Safe in Education (2023): compiling DBS checks for the safeguarding of children in our care and managing any concerns raised.

Further lawful bases to process your data:

When processing your personal data to provide you with access to systems and fulfilling your training requirements, the school has a **contractual obligation** to process your personal data; the school is processing your data to provide you with resources you need to fulfil the agreement between you and the school.

The school has implemented a CCTV system that will record images of you should you visit the school as part of your role. The system enhances site security and aids in the prevention and detection of crime; the school are therefore processing personal data for the performance of a **public task**.

In the event that an accident or incident occurs that involves you, we may be required to process your personal data in the act of protecting or saving your life or that of another person; we have a **vital interest** to process your personal data.

Special Category Data

The school does not routinely process special category data about you; special category data is information that is much more sensitive in nature such as details about your health and special characteristics like gender, ethnicity and religion.

Such data will typically only be processed by the school should you inform us of any health concerns that may impact your role, allergies, disabilities, access requirements etc or you are involved in an accident / incident on our site.

When processing special category data, we must meet an additional lawful basis from the UK-GDPR. The school rely upon **substantial public interest** to process special category data for the above purposes, namely, to meet the obligations the government place on us under Health & Safety Law.

Less commonly, if an accident or incident involving you is referred to a court or legal claim, we may be required to process your special category data under the lawful basis of **legal claims and judicial acts**.

Who we share your personal information with and why?

The school will only share your personal data if it is required to meet a legal obligation or an operational duty relating to your role as governor.

The school must share your personal data with the DfE to meet our duties under the aforementioned Academies Handbook; your information will also be shared with the public via the school and DfE

websites to promote transparency on how the school is run. **Appendix 1** provides further information on how the DfE use your personal data.

Data publicised about you by the school is limited to what is strictly necessary, namely your basic governor profile and any reference to you in meeting minutes.

We also share your data with the following third-party providers of key services to the school:

- ICT to create and manage your school email account and access to the relevant areas of the school system.
- DBS check provider to meet our safeguarding obligations.
- Governor information management system (Trust Governor) to set up an account and provide access to the information and resources needed to perform your duties.
- Auditors to ensure that the school is compliant and meets best practice standards.

The school **may** share your data with the following parties if you are involved in or the subject of an accident or incident:

- Local Authority
- Police
- Emergency Services
- Governing Bodies (HSE, ICO etc)
- Professional Advisors
- Insurance Provider
- Courts

The school perform strict checks on those third parties with whom we share your data to ensure they are compliant with data protection legislation and meet the same high standards of security as expected by the school.

If we must share data, we take a minimalist approach to ensure only the necessary amount of information is provided. Data will not be transferred unless there is a secure method of exchange.

Do we transfer your data internationally?

The school do not routinely transfer your data outside of the United Kingdom, however some of the third parties with whom we share your personal data may store data on international servers. In such circumstances, we will ensure the relevant safeguards are in place and data protection standards are complied with fully.

How we store and how long we keep your personal information?

To comply with the UK-GDPR, the school only keep personal data for as long as necessary to meet our legal and operational duties.

Our 'Records Management Policy & Retention Schedule' (available at our school office) outlines how long records are kept and how we determine and manage these periods. As a rule of thumb, general information about you is kept for 6years once your appointed role ceases whilst key meeting minutes and documentation is kept for the life of the school.

Your personal data is stored securely on site. Records kept in electronic format are stored securely on carefully selected databases and systems that are fully encrypted with password protection and two factor authentication utilised where available. Any physical records are kept in locked cabinets within locked offices and archive rooms; key access is strictly limited depending upon role.

School staff and those third parties accessing key pupil records are subject to DBS checks and strict confidentiality agreements.

What are your rights?

Under the UK-GDPR, you have a right to access the personal data that we hold about you by making a subject access request (SAR). If you make a SAR and we do process the data you have requested access to, we will:

- Give you a description of it.
- Explain why we are processing it and how long we will hold it.
- Explain where we collected the data if not from you.
- Outline if the data has been or will be shared with any other parties.
- Inform you if any automated decision making has been applied to the data and provide any consequences of this.
- Provide you with a copy of the data in an intelligible form.

Along with the right to access your personal data, you also have the following rights under the UK-GDPR:

- The right to ask us to rectify any personal information you feel is inaccurate or incomplete.
- The right to ask us to erase your personal data in certain circumstances.
- The right to ask us to restrict the processing of your personal data in circumstances.
- The right to object to the processing of your personal data in certain circumstances
- The right to ask us to transfer the personal data you provided to another organisation in certain circumstances.

If you would like to exercise any of your rights, please contact the school office in the first instance.

A response will be provided to you within one calendar month. The school reserves the right to extend the response time by a further two calendar months if your request is complex, we will however inform you of any intention to extend within the first month.

Complaints

If you have any concerns at all about how we process your personal data, please contact us in the first instance so that we can help resolve any issues.

You can also complain to the Information Commissioners Office (ICO) if you are unhappy with how we have used your data:

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

Helpline: 0303 123 1113

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

Appendix 1: How the government uses your information

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements.
- enable local authority-maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context.
- allow the Department for Education (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.

Data collection requirements

To find out more about the requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account 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 for Education (DfE) unless the law allows it.

How to find out what personal information the Department for Education (DfE) hold about you:

Under the terms of the [Data Protection Act 2018](#), you're 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
- 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 for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) 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>