



GRANGE INFANT SCHOOL **PRIVACY NOTICE (SCHOOL GOVERNORS)**

Grange Infant School is committed to protecting the privacy and security of our governor's personal information. The personal data is required for the school to fulfil their official functions and meet legal requirements. This privacy notice explains how we collect, store and use personal data about you before, during and after your relationship with us as a governor at our school.

Grange Infant School is the 'data controller' for the purposes of UK data protection law. Our Data Protection Officer (DPO) is the School Business Manager (SBM) and is available to contact at adminoffice@grange-inf.hants.sch.uk

Data Protection Principles

The UK GDPR is based on data protection principles that our school must comply with. The principles say that personal data must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purpose we have told you about and limited only to those purposes
- Accurate and kept up to date
- Stored securely
- Retained only as long as necessary in accordance with Hampshire County Council (HCC) retention schedule

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details such as name, address, telephone numbers, email addresses & emergency contact
- Date of birth
- Governor details such as start and end dates, type of governor, appointed by, term and committees responsibilities (e.g. vice chair) and governor ID
- Business and other interests such as business and pecuniary interests, relationships with members of school staff, governor roles at any other schools
- Attendance records such as at governing body meetings
- Bank details for payment of reasonable expenses such as travel costs, child care costs
- Copy of motor car insurance to confirm 'business use' cover is included if claiming motor mileage for courses or training traveling expenses
- Information about your use of the school's information and communications system
- Photographs
- Skills and experience
- Criminal records certificate (Disclosure & Barring Service (DBS) check)

We may also collect, store and use the following 'special categories' of more sensitive personal information:

- Information about your race or ethnicity or religious beliefs
- Information about your criminal records, fines and other similar judicial records

How we collect your personal information

We collect personal information about governors through the application and recruitment process, either directly from individuals or the Local Authority. We will also collect additional personal information in the course of governor activities throughout the term of your appointment.

We collect and use governor information for the following purposes:

- To meet the statutory duties placed upon us e.g. duty to provide information to other organisations
- The administration of the governing body e.g. governor elections, appointing governors, skills audit, arranging and providing training and development

The legal basis for our use of your personal data

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- It is necessary to comply with a legal obligation e.g. provide governance information to the Department for Education (DfE) and the Local Authority (LA)
- It is necessary for the performance of a public task carried out in the public interest e.g. pay governor allowances
- Where we have your consent
- Where we need to protect your interests (or someone else's interests)

Situations in which we may use this data

We may process your personal information, for the following purposes:

- Making a decision about whether to appoint you as a governor
- The processes and administration for the election of governors
- Checking your suitability to be a governor
- Complying with our general safeguarding obligations
- Providing information on our website about our governors
- Providing information on any online databases to set out our governance arrangements
- Communicating with stakeholders about the school
- Business management, administrative and planning purposes
- Financial information such as expenses claimed
- Sending you communications connected with your role as a governor
- Making decisions about your continued appointment as a governor
- Making arrangements for the termination of your appointment
- Education, training and development requirements
- For the purpose of carrying out governance reviews
- To monitor your use of our information and communication systems to ensure compliance with our IT policies
- In appropriate circumstances to liaise with regulatory bodies such as DfE, National Governance Association, the DBS and LA
- Complying with health and safety obligations
- For the purpose of keeping records about governor decision-making processes, including copies of minutes, reports and other documentation
- Where you sit on a panel on a school matter we may process your name, opinions, comments and decisions attributed to you, for example, if you sit on a panel for the purpose of considering a complaint, exclusion or HR issue
- It is necessary for the performance of a public task carried out in the public interest (e.g. maintained schools have a discretionary power to pay governors' allowances)

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How we use particularly sensitive personal information

‘Special categories’ of particularly sensitive personal information require us to ensure higher levels of data protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent
- Where we need to carry out our legal obligations and in line with our data protection policy
- Where it is needed in the public interest and in line with our data protection policy

Less commonly, we may process this type of personal information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Our obligations

We will use your particularly sensitive personal information about your physical or mental health, or disability status, to ensure your health and safety and to provide appropriate adjustments to comply with the Equality Act 2010

Data sharing with third parties

We may share your personal information with third parties, including third party service providers, and other organisations, where required by law, where it is needed in the public interest or for official purposes or where we have your consent. Organisations include but not limited to the following:

- Hampshire County Council (HCC) Local Authority (LA)
- Department for Education (DfE).
- National Governance Association (NGA)
- Disclosure and Barring Service (DBS)
- Education and Skills Funding Agency
- Our regulator e.g Ofsted
- Professional advisers and consultants
- The police or other law enforcement agencies
- Our IT provider

We require third parties to respect the security of your data and treat it in accordance with our policies and with the law. Some of the organisations referred to above are joint data controllers, this means we are all responsible to you for how we process your data. We do not allow third-party organisations to use your personal data for their own purposes, we only permit them to use it for specified purposes and in accordance with our instructions.

Other third parties

From time to time, we may disclose your personal data in response to a Freedom of Information Act 2000 request or following a data Subject Access Request (SAR). We may approach you for your consent but will only disclose your personal data if we are satisfied that it is reasonable to do so in the circumstances. This could mean we refuse to disclose some or all of your personal data following receipt of any request.

Your rights

How to access personal information we hold about you

Individuals have a right to make a SAR to gain access to personal information that the school holds about them. If you make a SAR, 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

If you would like to make a request, please contact our DPO. You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances, we will do so in accordance with UK data protection law.

Your other rights regarding your data

Under UK GDPR, 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 by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- A right to seek redress, either through the ICO, or through the courts

To exercise any of these rights, please contact our DPO.

Changes to your personal information

It is important the information we hold about you is accurate and current. Please keep us informed if your personal information changes during your appointment as a governor.

Complaints

We take any complaints about our collection and use of personal information very seriously. You can make a complaint to the Information Commissioner's Office (ICO). If you have a concern 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 ICO:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Miss Myers, Headteacher or DPO, Mrs Fairs.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

This notice is based on the Hampshire Services School Legal Support Team model privacy notice for school governors amended to reflect the way we use data in our school.

Review: This policy will be reviewed annually.

Agreed: This policy was agreed and ratified at the Governing Body meeting held 13th December 2022

Next review: December 2023

Signed
Headteacher



Signed
Chair of Governors

