



## GOODMAYES PRIMARY SCHOOL

# Privacy Notice - How we use personal information of Governors

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

- personal identifiers, contacts and characteristics (such as name, date of birth, contact/address details and postcode)
- governance details (such as role, start and end dates and governor ID)

## 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
- b) for communication
- c) to comply with publication of governor information, including business interests
- d) to comply with safeguarding regulations

Under the General Data Protection Regulation (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](#), have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

- 9 (g) processing **is necessary for reasons of substantial public interest**, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

## Collecting governor information

We collect personal information via governor 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 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 visit the school website.

## Who we share governor information with

We routinely share this information with:

- Redbridge Local Authority
- The Department for Education (DfE)
- Disclosure & Barring Service
- Senso
- National Governors Association
- Governor Hub
- Other education providers
- Members of the public (on school website)
- Virtual IT

## 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.

Our reasons for sharing this information are as follows:

### Local Authority

We are required to share information about our governors with our local authority (LA) as part of our obligation to the substantial public interest (Article 9 (g) GDPR).

### 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.

### Disclosure & Barring Service

To comply with safeguarding requirements.

### Senso

Web filtering and monitoring service for safeguarding purposes.

### National Governors Association

To enable governors to access relevant information and support in order to fulfil their role.

### Governor Hub

To enable governors to access and provide relevant information in a secure manner, thereby improving the efficiency of the Governing Board.

#### Other education providers

For training purposes.

#### Members of the public (on school website)

Schools are required to publish governor information on the website.

#### Virtual IT

The School's external IT provider.

## 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 **Elaine Shaw, Clerk to the Governors**.

You also have the right to:

- 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/>

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your 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 Elaine Shaw, Clerk to the Governors.

## International transfers and processing

We do not process any personal information outside of the European Economic Area.

## 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 **Summer Term 2024**.

## Contact

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

**Elaine Shaw**

**Clerk to the Governors**

**[elaine.shaw@redbridge.gov.uk](mailto:elaine.shaw@redbridge.gov.uk)**