



Castle Primary School

Privacy Notice (How we use governor, associate member and clerk information)

The categories of information that we collect, process, hold and share include:

- Personal information (such as name, address, email address and telephone number, date of birth)
- Qualifications, skills, previous and current employment.

Why we collect and use this information

We use your data to:

- Enable the development of a comprehensive picture of governance and how it is deployed
- To enable appropriate checks to be completed
- Enable individuals to be kept informed of governance training, book training and relevant information
- To inform relevant authorities/organisations of a member/governor/clerk appointment

The lawful basis on which we process this information

We process this information under Legal Obligation; further to section 538 of the Education Act 1996, governing boards must provide information they hold about their governors and governance arrangements to the Secretary of State for Education through Get Information About Schools, (GIAS). Under The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 it is a requirement for all governors to have an enhanced DBS check. The Constitution of Governing Bodies of Maintained Schools Statutory Guidance, August 2017, stipulates that governor and associate member information is published on the school website; (name, category of governor, term of office, appointed by, any office held [such as chair, vice-chair, safeguarding lead], summary of relevant business interests, and attendance at meetings).

Collecting this information

The clerk will collect the information via a new governor starter/application form.

Storing this information

We hold governor, associate member and clerk data for the length of time that the individual serves or until they resign plus 12 months. The school website must include stipulated information governors and associate members who have served in the last 12 months; (name, category of governor, term of office, appointed by, any office held (such as chair, vice-chair, safeguarding lead), summary of relevant business interests, and attendance at meetings).



The Lawful Basis for Processing References

We process information relating to governor references under Article 6(1)(e) UK GDPR (public task), as this is necessary for the school to carry out its statutory governance functions. These functions require the governing body to be constituted on the basis of skills, as set out in the Department for Education's statutory guidance "The Constitution of Governing Bodies of Maintained Schools" (2017), underpinned by the School Governance (Constitution) (England) Regulations 2012. This includes processing information needed for appointment, vetting and suitability checks (such as references), maintaining governance records, publishing required information, and ensuring the governing body can meet its legal responsibilities. Where any special category data about governors is processed, this is done under Article 9(2)(g) UK GDPR (substantial public interest).

Who we share this information with

We routinely share this information with:

- Devon Local Authority – through the DES Governance Consultancy Team
- The Department for Education (DfE) through Get Information about Schools (GIAS)
- Governor Hub
- National Governance Association / Devon Association of Governors
- School Office
- Other governors on the same governing board
- Disclosure and Barring Service
- The Clerk to the board

Why we share governor, associate member and clerk information

We do not share information about governors, associate members or clerks with anyone without consent unless the law and our policies allow us to do so.

Local Authority and Governance Consultancy Team

We are required to share appointment and resignation information about board members with Devon Local Authority (LA) for inclusion on the GovernorHub database.

As a school which subscribes to The Governance Consultancy Team we share information for booking training and accessing support services.

Department for Education (DfE)

We share personal data with the Department for Education (DfE), through Get Information About Schools (GIAS).

National Governance Association (NGA) Devon Association of Governors (DAG)

In order to access the NGA website and receive weekly email updates it is necessary for the NGA to have names and email addresses for all members of the board. Home addresses for those trustees/governors receiving the hard copy of the NGA magazine will also be supplied. In order for the clerk to pass on email details to the NGA a member, trustee or governor will be required to give complicit consent. An individual can unsubscribe at any time.



Governor Hub

Sharing of governance information (minutes, agendas, supporting papers for meetings) is managed through Governor Hub ensuring that it is not necessary for individuals to hold these papers on personal electronic devices.

School Office

In case of emergency or an Ofsted inspection it is necessary for the school office to hold details of any individuals involved in the governance of the school. The school Single Central Record will record that appropriate checks have been carried out for everyone involved in the governance of the school.

Other governors on the same Governing Board

For ease of communication and *with your consent*, contact details may be shared with other governors on the board.

Disclosure and Barring Service

All maintained school governors are required to have an enhanced criminal records certificate and

Section 128 check. Further details on DBS checks and Section 128 checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

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 Clerk, Fiona Lowe

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with Clerk in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

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

The school office/ school Data Protection Officer is One West (Bath and North East Somerset Council). Email: i-west@bathnes.gov.uk Telephone: 01225 395959