



## Privacy notice for school governance roles

The categories of governance information that we process include:

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

## Why we collect and use governance 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 governance information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) to ensure governors keep up to date with relevant training

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:

- conditions a of [GDPR - Article 9](#)

## Collecting governance information

We collect personal information via governor contact forms, skills audits and relevant data shared in committee meetings.

Governance 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 governance 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 school office.

## **Who we share governance information with**

We routinely share this information with:

- our Local Authority (Telford & Wrekin Council)
- the Department for Education (DfE)

## **Why we share governance information**

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about our governors with our local authority (LA)

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](#)

## **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 school office attn: School Business Manager.

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

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Rob Montgomery, 01952 383103