

Privacy Notice (How we use information about Governors and Volunteers - GIAS)

Cotwall End Primary School collects and processes personal data relating to Governors and Volunteers who are engaged to work with us. Cotwall End Primary School is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations. This privacy notice will inform you about why Cotwall End Primary School collects and processes a range of information about you.

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

- personal information (such as name, address and contact details, where appropriate details of your bank, national insurance number, information about your marital status, next of kin, dependants and emergency contacts)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- information about your engagement with us (such as start dates, terms and conditions of your engagement, your role as a Governor, hours engaged, activities you have engaged with)
- qualifications (such as skills and experience, where relevant)
- Information about your criminal record.
- details of any disciplinary or grievance procedures in which you have been involved (such as any warnings issued to you and related correspondence)
- information about medical or health conditions (such as whether or not you have a disability for which the organisation needs to make reasonable adjustments)

We collect this information in a variety of ways. For example, data might be collected through governor application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during your engagement; from correspondence with you; or through meetings or other interaction with you.

In some cases Cotwall End Primary School may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

Why we collect and use this 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:

- enable the development of a comprehensive picture of who is operating within the school and how everyone is deployed
- ensure we meet statutory requirements in terms of our Governing body.

- maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency).
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace.
- operate and keep a record of performance and related processes, to undertake skills analysis, and for succession planning and management purposes.
- to ensure that we comply with duties in relation to individuals with disabilities and meet our obligations under health and safety law.
- respond to and defend against legal claims
- maintain and promote equality in the workplace.
- To ensure Safeguarding requirements are met.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out obligations under Health and Safety and Disability Discrimination Act (such as those in relation to Governors/Volunteers with disabilities).

The lawful basis on which we process this information

Under the General Data Protection Regulation (GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

- The data subject has given consent to the processing of his or her personal data for one or more specific purposes;
 - Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
 - Processing is necessary for compliance with a legal obligation to which the controller is subject;
 - Processing is necessary in order to protect the vital interests of the data subject or of another natural person;
 - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
 - Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.
- for the purpose named above in accordance with the legal basis of **Legal Obligation**.

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) and academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

- conditions of [GDPR - Article 9](#)
 1. Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and

social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

Collecting governor information

We collect personal information via [explain method of data collection used, for example, governor contact 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 www.cotwall.dudley.sch.uk as per the Information Records Management Society toolkit https://cdn.ymaws.com/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

Who we share governor information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)

Local authority

We are required to share information about our governors with our local authority (LA) under appropriate legislation.

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.

Why we share information

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

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with:

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- the Department for Education
- your family or representatives
- educators and examining bodies
- our regulator, Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- financial organisations
- central and local government
- our auditors
- survey and research organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies

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:

YourIG Data Protection Officer Service

Dudley MBC, 3-5 St James's Road, Dudley, DY1 1HZ

Email: information.governance@dudley.gov.uk tel: 01384 815607

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 us 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:

James Grey

YourIG Data Protection Officer Service

Dudley MBC, 3-5 St James's Road, Dudley, DY1 1HZ

Email: information.governance@dudley.gov.uk tel: 01384 815607

How Government uses your data

The governor data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department 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 including the data that we share with them, go to

<https://www.gov.uk/government/news/national-database-of-governors>

Note: Some of these personal data items are not publically available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff 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, unless the law allows it.