

# **PRIVACY NOTICE**

## **YOUR DATA MATTERS**

**SCHOOL GOVERNORS**



## Introduction

This Privacy Notice advises Governors of the school's data protection responsibilities on the collection and processing of their personal information.

At Folville Junior School, we respect your need for privacy and protect any personal information, including, but not limited to any 'personal data' defined under Data Protection Law. "Data Protection Law" means all legislation and regulations in force from time to time regulating the use of personal data and the privacy of electronic communications including, but not limited to, the retained EU law version of the General Data Protection Regulation (EU) 2016/679 (the "UK GDPR"), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 the Data Protection Act 2018 the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation. Our practice, with respect to the use of your personal information, is as set forth below in this Privacy Notice.

Folville Junior School collects and processes your personal data to assist in the running of the school and to manage your role as a school Governor.

We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

We are required to explain how and why we collect such data and what we do with that information. This Privacy Notice will also provide information as to what you can do about your personal information that is held and processed with us. Folville Junior School respects your need for privacy and protects any personal information, including but not limited to any 'personal data', defined in the General Data Protection Regulation 2016, that you share with us. Our practice with respect to the use of your personal information is as set forth below in this Privacy Notice.

## What we need

Whilst the majority of the personal data you provide to the school is mandatory for your role as a school Governor, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data, or if your consent is needed.

Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address
- Email address and telephone number
- Date of birth
- Gender
- Marital status
- Emergency contacts
- Your nationality
- Information acquired as part of your application to become a Governor (including copies of identity checks (including Standard or Enhanced Disclosure and Barring Service Checks, Barred Lists Checks, and disqualification checks, information about bankruptcy, references and other information included in a CV, application form or cover letter or as part of the application process)
- Information about your criminal record
- Disability status

- Records of any reasonable adjustments
- Equal opportunities monitoring information
- Photographs and CCTV footage

## Why we need it

We process data relating to those who engage to support the school. We collect and use personal data in order to meet legal requirements set out in Article 6 and Article 9 of the UK-GDPR.

There are several reasons why we hold, process and share individuals' personal data, the lawful reasons for processing personal data include:

- Making a decision about whether to appoint you as a Governor.
- Dealing with any processes 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, including accounting and auditing.
- Financial information such as expenses claimed.
- Responding to complaints or investigations from stakeholders or our regulators.
- 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.
- Governor training and development requirements.
- For the purposes of carrying out governance reviews.
- Dealing with legal disputes involving you or other stakeholders.
- Complying with health and safety obligations.
- For the purposes of keeping records about Governor/school decision-making processes, including copies of minutes, reports and other documentation.
- Where you sit on a committee or 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 purposes of considering a complaint, exclusion or HR issue.
- To monitor your use of our information and communication systems to ensure compliance with our ICT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To maintain and promote equality.
- To comply with requirements of the Diocese to share personal data about Governors to the extent that they require it to fulfil their functions.
- To receive advice from external advisors and consultants.
- In appropriate circumstances to liaise with regulatory bodies, the Department for Education, the DBS and the Local Authority about your suitability to be a Governor or in connection with other regulatory matters.

At Folville Junior School, we may take photos or video footage of the Governors in school during the school day, school activities or during external school associated activities/events. When the school captures a person's image, whether it is by camera, CCTV, video, web camera or an iPad and that person can be identified, then the image is to be considered personal data. This means that the image must be processed in line with the data protection principles. Processing means anything that

is done to the image, for example recording it, using it or sharing it.

If photography or filming is going to take place, all Governors will be told beforehand and given the opportunity to withdraw or simply move out of the picture. At Folville Junior School, we use Governor images to generate engagement within the school, to promote the school externally to potential parents, for identification purposes and safeguarding. These images may appear on:

- Governor/staff boards
- Identification badge
- Printed posters around school
- School prospectus
- School Facebook page
- School Twitter feed
- School website
- Pupils' books
- Local/national newspaper
- Other promotional materials for the school

## What we do with it

Your personal data may be shared internally with other members of staff in order for them to perform their roles. This can include sharing personal data with the Senior Leadership Team, other Governors, HR, managers and ICT staff. We may also share your personal data with third parties. This can include when obtaining background checks as part of safer recruitment guidelines, references and criminal records checks from the DBS.

We create and maintain a file for each Governor. The information contained in this file is kept secure and is only used for purposes directly relevant to your role as a school Governor. The files are kept within a locked cupboard. You are able to have access to your file at any time to ensure that all information about you is up to date.

We do not share information about you with any third party without your 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, but not restricted to:

- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about Headteacher performance and staff dismissals.
- The Department for Education - to meet our legal obligations to share information linked to performance data.
- Your family or representatives - to carry out our public task in the event of an emergency.
- Other staff members - to carry out our public task, for example having access to your school email address so that information can be shared effectively.
- Our regulator Ofsted - in order to comply with our public task.
- Suppliers and service providers – to enable them to provide the service we have contracted them to supply.
- Central and local government - to complete any legal obligation.
- Auditors - coming under a legal obligation, we may be asked from auditors about financial information relating to the school.
- Survey and research organisations- to meet our legal obligation in relation to Freedom of Information requests.
- Security organisations - in order to keep our school secure and under the lawful basis of public task, we pass on certain staff member information so that they can be contacted if

necessary (such as the caretaker).

- Police forces, courts, tribunals - to meet our legal obligations to share certain information with them, such as safeguarding concerns or to carry out our public task in relation to a tribunal.
- Other Governors - to carry out our public task within the school and remain accountable to them for finance and personnel issues.

## How long do we keep it?

All personal data is stored in line with the school's UK-GDPR Data Protection Policy. In accordance with the UK-GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected and in line with our Retention Policy.

Once your period as a Governor with us has ended, we will retain this file and delete the information in it in accordance with our Retention Policy.

## What are your rights?

Under data protection, Data Subjects have the right to request access to information about them that we hold. To make a request for your personal information, please contact the school.

## You also have the right to:

- Be informed about how Folville Junior School uses your personal data.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.
- Claim compensation for damages caused by a breach of the UK-GDPR.

## Contact details

If you have a concern about the way Folville Junior School and/or the DfE is collecting or using your personal data, you can raise a concern with the school or you can also contact:

### **Our Data Protection Officer**

Manjit Heer  
350 Loughborough Road  
Leicester  
LE4 5PJ  
TEL: 0845 519 1772  
EMAIL: [info@dpoforschools.co.uk](mailto:info@dpoforschools.co.uk)

### **You may also contact the ICO:**

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow



Cheshire  
SK9 5AF

They can be contacted on 0303 123 1113 Monday-Friday 9am-5pm.

## Useful Websites

[www.ico.org.uk](http://www.ico.org.uk)

In the search box at the top of the page type:

- UK-GDPR for schools
- Data Subject rights

[www.gov.uk](http://www.gov.uk)

In the search box at the top of the page type:

- UK-GDPR
- Security policy framework
- How we use your data
- School workforce census
- Data collection and censuses for schools
- Contact DfE

[www.leicester.gov.uk](http://www.leicester.gov.uk)

In the search box at the top of the page type:

- UK-GDPR
- Schools
- Education

## Where can you find more information?



If you would like to find more information about how we and/or the DfE collect, use and store your personal data, please visit our website to download our UK-GDPR Data Protection Policy or request a copy from the school.

