Privacy Notice

How we use governor information – Cranbrook Primary School

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

- Personal information (such as name and address)
- Contact details
- References
- Evidence of qualifications
- governance details (such as role, start and end dates and governor id)
- Employment details
- Information about business and pecuniary interests
- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirement
- Right to work in UK information including references/CV, copies of identification documents and photo ID
- CCTV, access control video/systems and still photography, for safeguarding if installed on site

Why we collect and use this information

We use the governor data:

- for communication
- to comply with publication of governor information including business interests
- to comply with the law regarding data sharing
- to comply with safeguarding regulations
- Maintain effective governance
- Meet statutory obligations for publishing and sharing governor information
- Safer recruitment, as part of our safeguarding obligations towards pupils
- Equalities monitoring

- Access arrangements

All local authority maintained school governing bodies, under section 538 of the Education Act 1996 and academy trusts, under the Academies Financial Handbook academy trust handbook have a legal duty to provide the governance information as detailed above.

The lawful basis on which we use this information

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which allow and justify our use of your data.

We collect and use governor information under

- The Education Act (various years)
- Article 6, and Article 9 UK GDPR (includes special category data)
- Article 23 UK GDPR (Restrictions prevention, investigation and detection of crime)
- Data Protection Act 2018 Schedule 1 Paragraph 18 (Individuals at risk)
- Data Protection Act 2018 Schedule 1 paragraph 8 (Equality of opportunity)

The DfE process census data under the various Education Acts – further information can be found on their website: https://www.gov.uk/education/data-collection-and-censuses-for-schools

Collecting governor information

Whilst the majority of governor information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain governor information to us or if you have a choice in this.

Storing governor data

Personal data is stored in accordance with the Information and Records Management Society's guidance. We maintain a file to store personal information about all governors. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school. We will retain and dispose of your personal information in accordance with the Information and Management Records Society retention periods.

For further information please contact the school office,
admin.cranbrookprimary@redbridge.gov.uk

Who we share governor information with

We routinely share governor information with:

- Local Authority (Redbridge Council)
- Police (DBS) courts, tribunals
- The public (on the website)
- The Department for Education - to meet our legal obligations to share certain information with it (Get Information About Schools)
- Ofsted
- Online file and organisational management (GovernorHub, shared website area, G drive and or office 365)
- MS Teams and Zoom etc.
- Filtering and Monitoring – LGFL WebScreen/Senso and Impero
- InVentry
- IT Provider – Within School – IntegrIT
- Professional advisers and consultants
- Insurance providers
- Panel hearings
- Suppliers and service providers – to enable them to provide the service we have contracted
- Auditors
- Jamie AI
- Any other person/ company or organisation in reasonable circumstances

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.

Local Authority
We share information with the Local Authority to enable to help governors to discharge their responsibilities for effective governance and promoting training under Education Act 2002.

Police National security, Defence, Public Security
We share information on request with the Police and Security Services for the prevention investigation and detection of crime (Article UK 23 GDPR)

Transferring data internationally

If we transfer personal data to a country outside the UK, we will do so in accordance with data protection law.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under:

We are required to share information about our governance roles with the Department for Education (DfE) under section 538 of the Education Act 1996.

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see the 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, governors have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the office at admin.cranbrookprimary@redbridge.gov.uk

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

Contact

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

David Powell
dpo@sapphireskies.co.uk