



The Stoke Poges School

Privacy Notice - how we use Governor information

The following information outlines how we process your personal information while you are an individual in a governance role in a maintained school specifically at The Stoke Poges School.

The categories of governor information that we process include:

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- Governance details (such as role, start and end dates and governor ID)
- Conflict of interest information
- ID evidence
- Disclosure details, number and issue date
- Safeguarding training dates and copy of certificate when completed (via Governor Hub)

Where we use your personal information:

We keep and store your personal data internally and externally; we are bound by the IRMS retention document as to how and when we destroy data held internally. For external providers, we issue contracts that explicitly ask for how and where they store the data we provide them, and how and when it gets destroyed. Below is a list of assets that hold your personal data:

- Online Governor web resource – GovernorHub / Bucks Education Partnership
- Our Governors file
- Get Information About Schools (GIAS)
- Single Central Record (SCR)
- Disclosure application portal
- School website & photo board in School reception
- Charity Commission portal for Finance committee

Why we collect and use governor information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We process this information under Legal Obligation as it is a statutory requirement to inform the DfE through Get Information About Schools, (GIAS) and the Local Authority (if requested) about new individuals in governance appointments; it is a statutory requirement for all individuals in a governance role to have an enhanced DBS check and it is a statutory requirement that the school website includes individuals in a governance role and associate member information. It is also mandatory for trustees of our School Fund Account to be registered with the Charity Commission.

We collect and use information for individuals in a governance role, for the following purposes:

- a) To meet the statutory duties placed upon us
- b) Enable the development of a comprehensive picture of governance and how it is deployed
- c) To enable appropriate checks to be completed
- d) Enable individuals to be kept informed of governance training, book training and relevant information
- e) To inform relevant authorities/organisations of a governor appointment

Under the General Data Protection Regulation (UK 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.

Collecting governor information

Governor details will be collected via Governor Application Form by the School office / clerk to governors. Governor ID is collected by the school office when an individual in a governance role has submitted their part of the DBS Application, evidence is checked upon completion of the application process. Confirmation of the date and that the DBS document has been seen is recorded on the Single Central Register. On completion of safeguarding training with Bucks Education Partnership a certificate of attendance is issued by the Safeguarding Trainer, or record of this training is kept on Governor Hub 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 contact the school office.

Who we share governor information with

We routinely share this information with:

- Our local authority (where applicable / requested)
- The Department for Education (DfE) through Get Information about Schools (GIAS)
- Governor Hub / Bucks Education Partnership (BEP)
- Other governors on the same governing board
- Disclosure and Barring Service
- The clerk to the board
- The Charity Commission

Why we share governor information

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

Local Authority

If requested we would share appointment and resignation information about board members with the Local Authority (LA).

Department for Education (DfE)

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

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](#).

Additionally if we need to collect special category (sensitive) personal information, we rely upon reasons of legal obligation (not including contractual obligation), substantial public interest (equality of opportunity or treatment) or vital interest (to protect someones life) found in [UK GDPR Article 9](#):

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 members/governors on the same Governing Board

For ease of communication and with your consent contact details may be shared with other individuals in a governance role on the board.

Disclosure and Barring Service

All maintained school individuals in a governance role are required to have an enhanced criminal records certificate from the DBS. 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

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact The School DP Lead via office@stokepoges.school

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'.
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the How Government uses your data section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the School DP lead via office@stokepoges.school

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated September 2024.

Further information

If you would like to discuss anything in this privacy notice, In the first instance please contact the School lead Mrs Sheehan via office@stokepoges.school or 01753 643319 or the Data Protection Officer via dpo@turniton.co.uk or 01865 597620 (option 3).

How government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (DfE) 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 (DfE) including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account 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 for Education (DfE) unless the law allows it.

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact DfE: <https://www.gov.uk/contact-dfe>