



Privacy Notice (How we use Governor information)

The categories of governor information that we process include:

- Personal information
E.g. Name, date of birth, references, evidence of qualifications, employment details, details of business and pecuniary interests
- Contact Details
E.g. Home address, email address, telephone number, mobile telephone number
- Characteristics
E.g. Ethnicity, disability and access requirements
- Governance details
E.g. Role(s), start and end dates and governor ID, Training and CPD, Self Review forms

Why we collect and use governor information

We collect and use pupil information, for the following purposes:

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:

- a) Establish and maintain effective governance
- b) Meet statutory obligations for publishing and sharing governor's details
- c) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- d) Undertake equalities monitoring
- e) Ensure that appropriate access arrangements can be provided for volunteers who require them.
- f) to meet the statutory duties placed upon us

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Article 6(1)a: Consent confirmation has been obtained
- Article 6(1)c Processing is necessary for compliance with a legal obligation
- Article 6(1)d Processing Necessary to protect the vital interests of the data subject

There are Special Categories of Information that needs protection due to its sensitivity – this information is likely to include:

- Ethnicity
- Physical or mental health

We process these classes of information based on:

- Article 9(2)a: Explicit consent of the data subject (unless precluded by EU Law)
- Article 9(2)b: Processing is necessary for carrying out obligations under employment, social security or social protection law or a collective agreement
- Article 9(2)c: Processing is necessary to protect the vital interests of the data subject

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

For further information on how data is used, please visit the following website
<https://www.gov.uk/education/d-collection-and-censuses-for-schools>

Collecting governor information

We collect personal information via registration forms, survey forms and personal disclosure with consent

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 <http://www.millfields.essex.sch.uk/>

The Department of Education and the Local Education Authority receive Governor names and contact details under statutory obligation. They manage compliance as data processors in their own right.

Why we share governor information

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:

- Essex County Council / Local Education Authority

- The Department for Education
- Government departments or agencies
- Suppliers and service providers
- Police forces, courts, tribunals

In addition Governor names, attendance records, appointment date and roles are shared with the public via the school website.

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 **[Darrin Keeble via email: dkeeble@millfields.essex.sch.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 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 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 **Darrin Keeble via email: dpo@millfields.essex.sch.uk**
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 on 28th June 2019.

Contact

If you would like to discuss anything in this privacy notice, please contact: **Darrin Keeble via email: dpo@millfields.essex.sch.uk our Data Protection Officer**

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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

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

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