



The Colleton Primary School

Esse Quam Videri

Privacy Notice for The Governors of The Colleton Primary School

This document provides insight into how information about school governors is used in our school.

The information that we may collect, process, hold and/or share includes:

- Personal information (such as name, date of birth, nationality, contact details, DBS checks)
- Type of governor and term of office
- Business and Financial Interests, including relationships with staff members in school
- Governance roles in other schools
- Attendance at meetings and training sessions
- Bank details (where required for payment of expenses)
- Photographs in the school office and on the website
- Governor biography on the school website

Why we collect and use this information

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

We collect and use governance information to meet the statutory duties placed upon us.

The lawful basis on which we process this information

We process this information in order to meet our legal obligation to comply with the School Governance (Constitution) (England) Regulations 2012.

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

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it may be provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice.

Storing this information

We hold data securely on local and cloud-based networks, as well as on paper. There are

strict controls on who can see your information. We will hold data for as long as necessary in line with our retention schedule, after which the information will be securely destroyed.

Who we share this information with and why

We publish some of this information on our website and routinely share some of it with our Local Authority, parent body and the DfE, as required. We do not share information about school governors with anyone else without consent unless the law and our policies allow us to do so.

The Department for Education (DfE) collects personal data from educational settings and local authorities.

All data is entered manually on the GIAS system and held by the 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.

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, please contact the school using the details at the end of this document.

You also have the right to:

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- object to direct marketing (including profiling)
- object to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- seek redress, either through the ICO or through the courts.

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/>.

If you would like more information about the information that Wokingham Local Authority holds about you, please contact: Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH. More information and an online form are available via this link: <http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>.

How Government uses your data

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

- will increase the transparency of governance arrangements

- will enable the school 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 the DfE holds 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 which is published at the address below:

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

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

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 12/05/2021.

Further information

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

The Colleton Primary School

Data Protection Officer – Luciana Clayton (luciana.clayton@colleton.wokingham.sch.uk)

School Contact – Carol Simpson (Finance@colleton.wokingham.sch.uk)