Privacy Notice for Governors

Cranmer Primary School

Approved by:	Martin Roughley, Headteacher
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How we use personal information on get information about schools - GIAS

Cranmer Primary School is the data controller for governor information.

The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details (address, telephone and email) and postcode)
- governance details (such as role, area of responsibility, start and end dates and governor ID)

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 collect and use governor information, for the following purposes:

a) to meet the statutory duties placed upon us
b) to publish statutory information on the school website – including attendance and declarations of pecuniary interest
c) to publish statutory information on DFE website - Get Information about Schools (GIAS)

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- for the purpose **a)** to **c)** 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.

In addition, concerning any special category data:

- At time of writing there are no relevant conditions of GDPR - Article 9

Collecting governor information

We collect personal information via governor contact forms and Merton's Governor Support Team.

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 https://www.cranmer.merton.sch.uk/GDPR-Statement/

Who we share governor information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)

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 are required to share information about our governors with our local authority (LA) under Data Protection Act 1998

Department for Education

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.

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, contact Karen Gentry (details on page 1).

Under certain circumstances you also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to 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/

Contact

If you would like to discuss anything in this privacy notice, please contact: London Borough of Merton Data Protection Officer at data.protection@merton.gov.uk

or by writing to:

The Information Governance Team
London Borough of Merton
Civic Centre
London Road
Morden, SM4 5DX.
Telephone: 020 8545 4182
Fax: 020 8545 4105

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

Email: info@education.gsi.gov.uk

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.