Water Orton Primary School

How we use governor information

Water Orton Primary is a data controller for the purpose of the UK General Data Protection Regulation (GDPR). This privacy notice explains how we collect, store and use personal data about individuals working within the school as a governor. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations.

We collect your information to;

- enable you to serve as a governor
- comply with our statutory safeguarding obligations
- deliver appropriate training
- effectively manage the school
- fulfil statutory reporting to the Department for Education
- monitor the security of the school's site to ensure the safety and wellbeing of staff, pupils and visitors

The categories of school information that we process include

- Personal information (such as name, address, date of birth, email address, telephone numbers)
- Characteristics information (such as gender, age, ethnic group)
- Disability and access requirements
- Employment details
- Images and video footage (CCTV)

The lawful basis on which we use this information

When we collect, process or share your information, we ensure it is lawful for at least one of the following reasons:

● **Article6(1)(c)-legal obligation**
We are required to process governor data so that we meet the legal requirements imposed upon us such as our duty to look after you and protect you from harm.

● **Article6(e)-public interest**
It is necessary for us to disclose your information so that we can provide you with an education and look after you. This is known as being in the public interest and means we have real and proper reasons to use your information

Sometimes, we may also use your personal information where:

● **Article 6(1)(a) - consent**
Consent may be relied upon to process some forms of pupil data which are not used within the normal business of the school such as use of photographs in the public domain or arranging school trips.

● **Article 6 (d) - vital interest**
It is in your or another's vital interests for your personal information to be passed to these people or services, to the extent that it is necessary to save someone's life.

We do not process any special categories of personal data except where necessary for:

● Reasons of substantial public interest in complying with legal obligations (including under the Equality Act 2010). **(Article 9(2)(g))**.

- Explicit consent given by the data subject **(Article9(2)(a)).**
- Purposes of preventive or occupational medicine **(Article9(2)(a)).**

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal. Please contact the school should you wish to withdraw your consent for any of the above activities.

Collecting governor information

We collect personal information via individual Governors.

Governor data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is 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

Any information about a governing body member is kept secure and is only used for purposes directly relevant to your term as a governor at the school. Once your term(s) of office with us has/have ended, we will retain this file and delete the information in it in accordance with our data protection policy.

Who we share governor information with

We routinely share information with appropriate third parties, including:

- The Department for Education (DFE)
- Ofsted
- Police forces, courts, tribunals
- Local Authority

There may be circumstances in which we may lawfully share personal data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

Why we share school 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.

Department for Education

We share personal data with the Department for Education (DfE) on a statutory basis. Under s.538 of the Education Act 1996, and the Academies Financial Handbook, the Secretary of State requires boards to provide certain details they hold about people involved in governance, as volunteered by individuals, and the information kept up to date.

Data collection requirements

The DfE collects and processes personal data relating to those governing schools (including single and multi academy trusts (MATs)) and all schools are required to ensure they keep their governors details up to date under s.538 of the Education Act 1996, and the Academies Financial Handbook.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to https://www.gov.uk/education/data-collection-and-census-esfor-schools

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 office to make a request or alternatively you can view our Data Subject Rights Policy.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

Contact

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

The Headteacher – 0121 7472851

Complaints

If you're not satisfied with the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner.

Information Commissioner's Office Wycliffe House
Water Lane
Wilmslow

Cheshire
SK9 5AF
Email: https://ico.org.uk/concerns/

This right is not dependent on you raising a complaint with us first, but we would encourage you to contact our Data Protection Officer by emailing IGSchoolSupport@stockport.gov.uk so we can consider your concerns as quickly as possible.

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