

Version	Author	Policy approved by	Approval date	Review date	Changes made?
V1	Information Governance Team	Information Governance Team	15.06.2018	1.09.2019	No Changes
V2	Information Governance Team	Information Governance Team	01.09.2019	01.09.2020	No Changes
V3	Information Governance Team	Information Governance Team	23.09.2020	01.09.2021	Annual Review

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

The categories of school information that we process include

- Personal information such as;
 - Name, address, contact information (e.g. email address, telephone numbers), gender, national insurance number.
 - Special categories of information such as; Disabilities.

Why we collect and use governor information

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

- Processing is necessary to comply with the legal obligations of the controller.

- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller.

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 ended, we will retain this file and delete the information in it in accordance with our retention policy.

For more information on our data retention schedule and how we keep your data safe, please visit [N:\Legal\School Retention Schedule 2020 21 Final.xlsx](#)

Any information about a governing board 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 ended, we will retain this file and delete the information in it in accordance with our retention policy.

Data is held by Gill Collins, School Business Manager. Both the computer and all e-folders are password protected. The physical Single Central Record file is held in a locked cupboard, but only holds a record of the details of governors' DBS certificates.

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
- Governing Board
- NGA

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-censusesfor-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 Gill Collins admin@bankslane-jun.stockport.sch.uk to make a request or alternatively you can view our Data Subject Rights Policy at [N:\Legal\New documents to update\Data Subject Rights Policy.docx](#).

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

If you have a concern about the way we are collecting or using your personal data, we request 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:
Gill Collins 0161 480 2330

Data Protection Officer
IGschoolsupport@stockport.gov.uk
0161 474 4299