



Privacy Notice (How we use personal information on Get Information About Schools - GIAS) for Governors and Volunteers.

Puttenham C of E School is the 'data controller' for deciding how we hold and use personal information under the regulations of the General Data Protection Regulations (GDPR). We are committed to protecting the privacy and security of the personal data held by the school for governors and volunteers.

The categories of governor and volunteer information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details addresses, phone numbers and personal emails addresses etc);
- governance details (such as role, start and end dates and governor ID);
- volunteer details (such as skills, dates and times available etc);
- DBS details;
- employment details;
- information about business and pecuniary interests (governors);
- information acquired as part of the application to be a governor/volunteer;
- photographs (governors)

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 to meet the statutory duties placed upon us

Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for the purpose above is legal obligation.

All maintained school governing bodies, under section 538 of the Education Act 1996 and academy trusts, under the Academies Financial Handbook have a legal duty to provide the governance information as detailed above.

Collecting governance information

We collect personal information from the details you provide to us when you are appointed as a governor and information you subsequently provide to us.

Governance data is essential for the school'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 governance and volunteer information

We hold data securely for the set amount of time shown in our data retention schedule. We have data protection policies and procedures in place, including security arrangements, about the safe use of data. For more information on our data retention schedule and how we keep your data safe, please refer to the school office.



Who we share governance information with:

We routinely share this information with:

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

Who we share volunteer information with:

Volunteer's information only used internally and not shared with any individual outside of school.

Why we share governance 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).

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 transferred securely 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, please contact the school office.

You also have the right 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 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/>



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 in December 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact the Clerk to the Governors.

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 maintained schools and academy trusts 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 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/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>