

Stanford Infant School General Data Protection Regulation (GDPR)



Privacy Notice for School Governors - How we use Governance Information

Who Processes Your Information?

Stanford Infant School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

James England, on behalf of the SEGfL, is the Data Protection Officer. His role is to oversee and monitor the school's data processing practices. He can be contacted on 0118 978 9679 or admin@dataprotection.education.

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

Categories of Governance Information we process include:

- Personal identifiers, contacts, characteristics (such as name, date of birth, contact details and postcode)
- Governance details (such as role, start and end dates and governor ID)

Why We Collect and use Governance Information?

Stanford Infant School has the legal right and a legitimate interest to collect and process personal data relating to those who govern the school. The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements. We collect and use governance information, for the following purposes:

- To meet the statutory guidance placed upon us
- Safeguarding Vulnerable Groups Act 2006
- Get Information about Schools

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.

For Which Purposes Are Your Personal Data Processed?

In accordance with the above, Governors' personal data is used for the following reasons:

- Updating DfE via GIAS
- Local Authority records for training purposes

Which Data is Collected?

The personal data the school will collect from the school Governors includes the following:

- Personal Information (name, date of appointment, email address).

[NB. The above list is exhaustive]

Who We Share Governance Information With:

We routinely share this information with:

- our Local Authority
- the Department for Education (DfE)

Governors' information will not be shared with other parties without consent unless the law and our policies allow us to do so.

Where data is obtained from third parties, the personal data originates from the following sources:

- DfE Section 128 Check – originally provided by educating body.
- DBS Police Checks.

How Is Your Information Shared?

Stanford Infant School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE.

Department for Education

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

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.

As a maintained school, the LA is provided with governance data in the interest of:

- Human Resources

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 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>

How Long Is Your Data Retained For?

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please speak to the Office Manager, Hannah Parker.

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 **Hannah Parker** on office@stanford-inf.brighton-hove.sch.uk

You also have the right to:

- 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 or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

How Can You Find Out More Information?

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.stanfordinfants.co.uk, the Gov.UK [website](#), or download our [GDPR Data Protection Policy](#).

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 6th February 2020.

Contact

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

Hannah Parker

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