

# Baguley Hall Primary School



## Privacy Notice for Governors

### How we use governor information

#### 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.
- Allow you access to The Key for Governors website.

### 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, passport or driving license number, date of birth, convictions.
- 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.

Our lawful basis for collecting and processing your information is also further defined under Article 9, as some of the information we process is deemed to be special categories of personal data. The following extracts from the GDPR apply;

- The data subject has given explicit consent.

- It is necessary to fulfil the obligations of controller or of data subject.
- It is in the public interest.

## **Collecting governor information**

We collect personal information via individual Governors.

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 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 the school website.

<https://www.baguleyhall.manchester.sch.uk/manchester/primary/baguleyhall/staging/pages/documentspolicies>

## **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
- One Education (Clerk to Governors)
- The Key for Governors

## **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, 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.

This is done by secure access to the DfE secure network and requires a username and password. Only appropriate members of staff are allowed access to the secure network.

### **Data collection requirements**

The DfE collects and processes personal data relating to those governing schools and all schools are required to ensure they keep their governors details up to date under s.538 of the Education Act 1996.

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 The Head Teacher.

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/>, [via telephone to 0303 123 1113](https://ico.org.uk/concerns/) or at [Information Commissioner's Office, Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF.](https://ico.org.uk/concerns/)

## **Contact**

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

Kate Bulman, Headteacher by email: [head@baguleyhall.manchester.sch.uk](mailto:head@baguleyhall.manchester.sch.uk) or telephone: 0161 998 2090

Or the Schools' Data Protection Officer

Tom Powell, Head of Internal Audit & Risk Management, Manchester City Council, Floor 6 (Mount St Elevation), Town Hall Extension, Albert Square, Manchester, PO Box 532, M60 2LA Telephone: 0161 600 7993 Email: [schools.dpo@manchester.gov.uk](mailto:schools.dpo@manchester.gov.uk)