



# Bearwood Primary School

## Privacy Notice for School Governors and Volunteers

This document provides insight into how information about school governors is used in our school.

### ***The information that we collect, process, hold and share includes:***

- Name, contact details, type of governor and start/end dates of term of office
- Business and Financial Interests, including relationships with staff members in school
- Governance roles in other schools
- Attendance at meetings and training sessions
- Information relating to the use of remote communication and meeting
- CCTV images

### ***Why we collect and use this information***

We collect governor data to fulfil official functions, meet statutory duties and thereby comply with the requirement to inform parents as well as the DfE and Local Authority.

### ***The lawful basis on which we process this information***

We process this information to meet our legal obligation under [section 538 of the Education Act 1996](#) [and academy trusts, under the [Academies Financial Handbook](#)] and also under the UK General Data Protection Regulation (UK GDPR). The lawful basis we rely on for processing personal information is:

- 6.1(c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- 6.1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller  
(See <https://www.legislation.gov.uk/eur/2016/679/article/6> )

See also: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

### ***Collecting this information***

Whilst the majority of information you provide to us is mandatory, some of it may be provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice. Where we are processing your personal data with your consent, you have the right to withdraw that consent.

### ***Storing this information***

We hold data on local computer systems, as well as on paper. Appropriate security arrangements are in place and there are strict controls on who can see your information. Arrangements for the safe use of data are set out in our policy.

We will hold data for a long as necessary in line with our retention schedule, after which the information will be securely destroyed.

### ***Who we share this information with and why***

We publish some of this information on our website and routinely share some of it with our Local Authority and the DfE as required, e.g. for data returns. We do not share information about school governors with anyone else without consent unless the law and our policies allow us to do so. To find out more about the data collection requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-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 using the details at the end of this document.

You also have the right to:

- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not 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/>

If you would like more information about the information that Wokingham Local Authority holds about you, please contact: Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH. More information and an online form are available via this link: <http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>

### ***How Government uses your data***

The governance data that we lawfully share with the DfE via the 'Get Information About Schools' service (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 publicly 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>

### Updates to this privacy notice

We may need to update this privacy notice periodically, but we will ensure that governors always have access to the latest version.

### Further information

If you would like to discuss anything in this privacy notice, or if you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To raise a concern or to make a complaint, please contact:

Role	Name	Email	Phone
Data Protection Officer	Lynne Amor School Business Manager	<a href="mailto:dpo@bearwood-pri.wokingham.sch.uk">dpo@bearwood-pri.wokingham.sch.uk</a>	0118 978 4628

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF