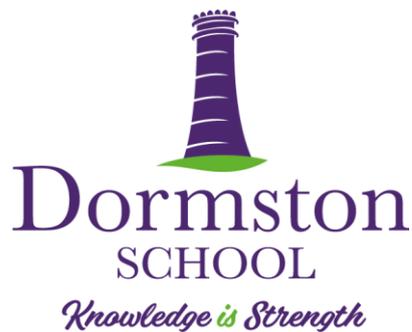


# Privacy Notice

## Volunteers and Governors



<b>Approved by:</b>	<b>Date:</b>
<b>Last reviewed on:</b> September 2019	
<b>Next review due by:</b> September 2020	

### How we use information about Governors and Volunteers - GIAS

The Dormston School collects and processes personal data relating to Governors and Volunteers who are engaged to work with us. The Dormston School is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations. This privacy notice will inform you about why The Dormston School collects and processes a range of information about you.

### The categories of information that we collect, process, hold and share include:

- personal information (such as name, address and contact details, where appropriate details of your bank, national insurance number, information about your marital status, next of kin, dependants and emergency contacts)

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- special categories of data including characteristics information (such as gender, age, ethnic group)
- information about your engagement with us (such as start dates, terms and conditions of your engagement, your role as a Governor, hours engaged, activities you have engaged with)
- qualifications (such as skills and experience, where relevant)
- Information about your criminal record.
- details of any disciplinary or grievance procedures in which you have been involved (such as any warnings issued to you and related correspondence)
- information about medical or health conditions (such as whether or not you have a disability for which the organisation needs to make reasonable adjustments)

The Dormston School collects this information in a variety of ways. For example, data might be collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during your engagement; from correspondence with you; or through meetings or other interaction with you.

In some cases, The Dormston School may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

### **Why we collect and use this 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, for the following purposes:

- enable the development of a comprehensive picture of who is operating within the school and how everyone is deployed
- ensure we meet statutory requirements in terms of our Governing body.
- maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency).
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace.
- operate and keep a record of performance and related processes, to undertake skills analysis, and for succession planning and management purposes.
- to ensure that we comply with duties in relation to individuals with disabilities and meet our obligations under health and safety law.
- respond to and defend against legal claims
- maintain and promote equality in the workplace.
- To ensure Safeguarding requirements are met.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out obligations under Health and Safety and Disability Discrimination Act (such as those in relation to Governors/Volunteers with disabilities).

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

We process this information under the following General Data Protection Articles:

6.1(b) Processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

6.1(c) Processing is necessary for compliance with a legal obligation to which the controller is subject For example: The Health and Safety at Work Act, Equality Act 2010, The Disability Discrimination Act.

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.

For example: The Education Act requires the collection of workforce data for the purpose of Departmental Census. Working together to Safeguard Children Guidelines (DfE).

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 governor information**

We collect personal information via application forms and Personnel update forms.

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 may be 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**

We hold data securely for the set amount of time shown in our data retention schedule.

We routinely share this information with:

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

### **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 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.

### **Why we share information**

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with:

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- the Department for Education

- your family or representatives
- educators and examining bodies
- our regulator, Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- financial organisations
- central and local government
- our auditors
- survey and research organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies

### **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, Simon Carroll (Deputy Head teacher) or Philippa Gamble (School Business Manager) or

#### **YourIG Data Protection Officer Service**

**Dudley MBC,**

**3-5 St James's Road,**

**Dudley,**

**DY1 1HZ**

**Email: [information.governance@dudley.gov.uk](mailto:information.governance@dudley.gov.uk)**

**tel: 01384 815607**

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 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 on 9<sup>th</sup> December 2019.

### **Further information**

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

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Simon Carroll (Deputy Head teacher) or Philippa Gamble (School Business Manager) or  
**YourIG Data Protection Officer Service**  
**Dudley MBC,**  
**3-5 St James's Road,**  
**Dudley,**  
**DY1 1HZ**  
**Email: [information.governance@dudley.gov.uk](mailto:information.governance@dudley.gov.uk)**  
**tel: 01384 815607**

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

The governor data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable schools 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.

