

This **Privacy Notice for Members/Trustees and School Governors** explains how and why we store personal information about those employed by the school or otherwise engaged to work at the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our Multi-Academy Trust is the 'Data Controller' and our school is defined as a 'Data Processor' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act and General Data Protection Regulation (GDPR)

The **categories of school governor information** that we collect, hold and share include:

Personal Information	Name, Date of Birth, Gender, Address, Email address, Telephone numbers Enhanced DBS Clearance, Skill Set, Personal Statement
Characteristics	Ethnicity, language, nationality, country of birth
Attendance Information	Attendance and Meetings
Other Information	Register of Pecuniary and Business Interests

Why we collect and use information:

We use the school governor data to:

- Report to Symphony Learning Trust
- Report to the DfE

We use data relating to Members and Trustees to:

- Report to the DfE
- To maintain and update records with Companies House

The lawful basis on which we use this information:

The lawful bases for processing personal data are set out in Article 6 of the General Data Protection Regulation. The school processes such data because we have:

(6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (children); (e.g. we are required to have evidence that Governors/Trustees have DBS clearance)

We have a legal obligation to report information

Collecting Information:

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information:

We hold data in line with the Trust Retention Policy. All confidential information is kept secure either on encrypted, password protected devices or paper copies kept on the

school site. Once the deadline for retaining information has passed, data kept electronically is deleted and paper copies are destroyed.

Who we share your information with:

We routinely share aspects of workforce information with:

- Our local authority
- Our Multi-Academy Trust
- The Department for Education (DfE)
- Companies House (for Trustees and Members)

We do not share information 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 workforce members with our Local Authority (LA) under Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2017 and amendments.

Symphony Learning Trust

We are required to share information about our governing body to the Multi-Academy Trust on occasions, for example for appeals and HR matters.

The DfE

We share information with the DfE as a statutory requirement.

Companies House

We share information with Companies House as a legal requirement.

Data collection requirements

The DfE collects and processes personal data relating to Members/Trustees/Governors (including Multi Academy Trusts) and Local Authorities.

The Department may share information about our Members/Trustees/Governors with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- Conducting research or analysis
- Providing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the DfE releases personal data to third parties are subject to a strict approval process and based upon a detailed assessment of:

- Who is requesting the data

- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the data

To be granted access to school workforce information, organisations must comply with strict terms and conditions covering confidentiality and handling of data, security arrangements and the retention and use of the data.

For more information about the Department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the DfE: <https://www.gov.uk/contact-dfe>

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 Mrs Diane Lane on 01509 503214, at office@newcroft.leics.sch.uk or visit the school office.

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 made 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/>

Contact

If you would like to discuss anything in this Privacy Notice, please contact

- School Business Director: Diane Lane (01509 503214 – office@newcroft.leics.sch.uk)
- The School's Data Protection Officer: Donna Hughes (01455 284 191) – dpo@symphonylearningtrust.co.uk