

Privacy Notice (How we use personal information on get information about schools - GIAS)

This notice explains what personal data (information) we may collect, use, store and share about you. We are required to give you this information under data protection law.

Langley Fitzurse and Stanton St Quintin are data controllers under data protection law. Legally, we are separate data controllers, though the way we use (or 'process') your personal data is the same across both schools. This notice will apply across the Federation as the schools have a single governing body, but if we process information about you in either school, we will always do so in a way that complies with the principles of the UK General Data Protection Regulation.

Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact us' below).

The categories of governance information that we process include:

- personal information (such as name, address, contact details, gender)
- Special Category characteristics (disability)
- governance details (such as role, start and end dates and governor ID)
- details of governance training booked and attended
- if you visit the school during a public health emergency, we may also collect some limited information about you as we are required to by law

Why we collect and use governance 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 governance information, for the following purposes:

- to meet the statutory duties placed upon us
- to communicate with you about relevant school business
- to procure appropriate training for you to fulfil your role

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing governance information are:

Article 6 (c) Legal obligation: the processing is necessary for us to comply with the law

Some information we process will be Special Category data under Article 9 of UK GDPR e.g. disability. We will rely on the legal basis of Article 9 (g) processing is necessary for reasons of substantial public interest.

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) have a legal duty to provide the governance information as detailed above.

Collecting governance information

We collect personal information via annual contact forms.

Governance 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 UK 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 governance information

We hold governance data securely for the set amount of time shown in our data retention schedule which is based on guidance from the Information and Records Management Service (IRMS) <https://irms.org.uk/page/SchoolsToolkit>

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

Who we share governance information with

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

Why we share governance information

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

Wiltshire Local Authority

We are required to share information about our governance with our Local Authority under Section 30 of the Education Act 2002.

We will provide the Local Authority with names and contact details of our governance in order for the LA to:

- maintain an accurate database
- contact you regarding statutory changes in legislation and details of training opportunities
- ascertain local authority governor vacancies to be filled
- assess and report on vacancies across the county

Department for Education

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](#)

Your rights

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about themselves that we hold. This is known as a Subject Access Request. To make a request for your personal information, contact the Federation.

You also have the right:

- 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 contact us, or speak directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Protection Officer (see 'Contact').

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 in November 2021.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

dposchools@somerset.gov.uk

Appendix:

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 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 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 the 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>