



Marple Hall School

Policy Document

# Privacy Notice Governors

Staff responsible for plan: Lisa Bower / Claire Gregory

Date reviewed: Autumn 2024

Date approved by Governors: 1<sup>st</sup>October 2024

Signed by Chair of Committee:

Signed by Headteacher:

Date for next review:

This is an SMBC policy

| Version | Author  | Policy approved by | Approval date | Review date | Changes made?                     |
|---------|---------|--------------------|---------------|-------------|-----------------------------------|
| V1      | IG Team | IG Team            | 15.06.2018    | 01.09.2019  | No Changes                        |
| V2      | IG Team | IG Team            | 01.09.2019    | 01.09.2020  | No Changes                        |
| V3      | IG Team | IG Team            | 23.09.2020    | 01.09.2021  | Annual Review                     |
| V4      | IG Team | IG Team            | 10.11.2021    | 01.09.2022  | No Changes                        |
| V5      | IG Team | IG Team            | 01.11.2022    | 01.09.2024  | Collect; Categories; Store; Share |

## How we use governor information

This privacy notice explains how we collect, store and use personal data about individuals acting as a governor for the school..

### 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
- monitor the security of the school's site to ensure the safety and wellbeing of staff, pupils and visitors.

### The categories of school information that we process

These include:

- Personal information (such as name, address, date of birth, email address, telephone numbers, national insurance number)
- Characteristics information (such as gender, age, ethnic group)
- Disability and access requirements
- Employment details
- Images and video footage (CCTV)

## How we use your information

We, Marple Hall School, are a data controller for the purpose of the UK General Data Protection Regulation (GDPR). This will include data that we obtain from you directly and data about you that we obtain from other people and organisations.

## Why we collect and use governor information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where:

- Processing is necessary to comply with the legal obligations of the data controller.
- Processing is necessary for tasks in the public interest or exercise of authority vested in the data controller.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way.
- We need to protect the vital interests of the individual (or someone else's interests).

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how to withdraw it.

## Collecting governor information

We collect personal information via individual Governors.

Governor data is essential for the school's / local authority'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 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 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 contact the school office.

## 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

There may be circumstances in which we may lawfully share personal data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

## 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, and the Academies Financial Handbook, 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.

### Data collection requirements

The DfE collects and processes personal data relating to those governing schools (including single and multi-academy trusts (MATs)) and all schools are required to ensure they keep their governors details up to date under s.538 of the Education Act 1996, and the Academies Financial Handbook.

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 school office to make a request or alternatively you can view our Data Subject Rights Policy at [Marple Hall School](#)

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/>

## Contact us

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

***Lisa Bower, Director of Finance and Operations***

Or the School's Data Protection Officer:

[IGschoolsupport@stockport.gov.uk](mailto:IGschoolsupport@stockport.gov.uk)

0161 474 4299