



Privacy Notice: Governor Information

The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates and governor ID)
- Qualifications, skills, previous and current employment
- Safeguarding (such as reference and DBS certification)

Why we collect and use governor 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:

- a) to meet the statutory duties placed upon us
- b) Enable the development of a comprehensive picture of governance and how it is deployed
- c) To enable appropriate checks to be completed
- d) Enable individuals to be kept informed of governance training and relevant information
- e) To inform relevant authorities/organisations of a member/trustee/governor/clerk appointment

Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are:

- for the purpose **a)** named above in accordance with the legal basis of **Legal Obligation**
- hghggh

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) and have a legal duty to provide the governance information as detailed above. Governing boards must provide information they hold about their governors and governance arrangements to the Secretary of State for Education through Get Information About Schools, (GIAS). Under The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 it is a requirement for all governors to have an enhanced DBS check. The Constitution of Governing Bodies of Maintained Schools Statutory Guidance, August 2017, stipulates that governor and associate member information is published on the school website; (name, category of governor, term of office, appointed by, any office held [such as chair, vice-chair, safeguarding lead], summary of relevant business interests, and attendance at meetings).

In addition, concerning any special category data:

- conditions of [GDPR - Article 9](#)

Collecting governor information

We collect personal information via a New Governor Starter form organised by the Clerk to governors, DBS application process and annual declaration of interests form as well as the Governor Skills Matrix.

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 governor, associate member and clerk data for the length of time that the individual serves or until they resign plus 12 months. The school website must include stipulated information about governors who have served in the last 12 months; (name, category of governor, term of office, appointed by, any office held (such as chair, co-chair, safeguarding lead), summary of relevant business interests, and attendance at meetings).

Who we share governor information with

We routinely share this information with:

- Devon Local Authority – through the Babcock LDP Governance Consultancy Team
- The Department for Education (DfE) through Get Information about Schools (GIAS)
- National Governance Association / Governor Hub
- Other governors on the same governing body
- Disclosure and Barring Service
- The clerk to the governing body

Why we share 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.

Local authority and Babcock LDP

We are required to share appointment and resignation information about board members with Devon Local Authority (LA) for inclusion on the ONE database.

As a school that subscribes to The Governance Consultancy Team, we share information for booking training and accessing support services.

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:

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.

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 the Business Manager / Data Protection Officer at the addresses below:-

Business Manager management@smcc.devon.sch.ukk

Data Protection Officer (DPO) is: i-west i-west@bathnes.gov.ukk

You also have the right to:

- 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 raise your concern with us in the first instance or 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 the Business Manager: management@smcc.devon.sch.ukk

Contact

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

Business Manager management@smcc.devon.sch.ukk

Data Protection Officer (DPO) is: i-west i-west@bathnes.gov.ukk

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.