



## Yeading Infant & Nursery School Governing Board Member Privacy Notice

*(How we use information concerning members of the governing board)*

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

- Type of governing board membership (e.g. governor, parent governor, co-opted governor, Local Authority(LA) governor, associate member).
- personal information (such as full name, address, telephone number, email address, date of appointment, term of office, date stepped down (where applicable), who appointed (in accordance with the governing board's instrument of government),
- relevant business and pecuniary interests (as recorded in the register of interests) including governance roles in other educational institutions and any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives),
- attendance record at governing board and committee meetings over the last academic year
- qualifications and skills

### **Why we collect and use this information**

Governors hold an important public office and their identity should be known to their school and wider communities. In the interests of transparency, we will use our website to publish up- to-date details of our governance arrangements (Department for Education(DfE) Statutory guidance for governing bodies of maintained schools and local authorities in England August 2017).

Information concerning governing board membership is also passed to the Governor Support Service under Service Level Agreement for processing and sharing with the local authority as prescribed under section 538 of the Education Act 1996. The governing board shall make such reports and returns, and give such information as the Local Authority requires to fulfil their legal duty to the DfE and Secretary of State in relation to education.

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

The lawful basis upon which we process this information under Article 6: -

**Legal obligation:** the processing is necessary for the governing board to comply with the law (not including contractual obligations).

With regard to special category data from the GDPR, the lawful basis under Article 9 upon which the governing board collect this data is: -

- processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;



## **Collecting this information**

Whilst much of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, 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 governing board membership data, including special categories of data, during a governor's term of office and for a period of 6 years after a governor has left the governing board.

## **Who we share this information with**

We share this information with Department for Education (DfE) and Governor Support Service who in turn process and share this data with the Local Authority as required by statute.

## **Why we share Governing Board information**

We do not share information about governing board members with anyone without consent unless the law and our policies allow us to do so. Personal data, including special categories of data, are shared with the Local Authority and Department for Education (DfE) either directly or through the Governor Support Service: -

### **Governor Support Service**

On behalf of the Local Authority, Governor Support Service maintains a database of maintained school governing boards for governor recruitment, training, safeguarding, Ofsted inspections, and for schools where there is a cause for concern. All data is stored and accessed in accordance with the Data Protection Act.

### **Local authority**

Under Section 30 of the Education Act 2002 we are required to share information about our governing board members with our local authority (LA)

### **Department for Education (DfE)**

Under [section 538 of the Education Act 1996](#), as a maintained school we have a duty to provide the information required for the DfE Get Information about Schools website, and keep it up to date as those involved in governance change.

## **Data collection requirements**

Under Section 30 of the Education Act 2002, the governing board of a maintained school must give the local authority any relevant information or reports in connection with the discharge of the governing board's functions that the local authority may need. The minimum information required to be held by the Local Authority in respect of maintained schools consists of the contact details for the Chair of Governors and Clerk. However, in order to effectively identify and manage the nomination process for any vacant LA or other governor posts, the names and categories of all other governors, including vacancies, are requested and recorded.



The DfE collects and processes personal data relating to governing board members of maintained schools under section 538 of the Education Act 1996 using the DfE Get Information about Schools website. The data collected in Get Information about Schools that is made publicly available is:

- full name (including title)
- appointing board (e.g. board, foundation, parents etc)
- date of appointment
- date term of office ends / ended if in last year
- for maintained schools whether they are the chair of governors or a member of the governing board, and for academies whether they are a trust member, a trustee, the chair of trustees, or a local governor on a local governing board

In addition, for all these individuals DfE will collect within Get Information about Schools, but not publish, a range of information to help identify specific individuals:

- postcode
- date of birth
- previous names
- nationality
- direct email address for chair

This governance data that is not publicly available is encrypted within the system and access is restricted to a small number of users who need it to fulfil their official responsibilities. The email address of the chair of the board will be made available to regional schools commissioner offices on request where they need direct contact with the chair. DfE may use the email address to send to chairs information about the issues that national performance data suggests the board needs to address with its senior leadership team.

The DfE may share information about governing board members with third parties who promote the education or well-being of children or the effective deployment of governing board members in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on 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 securely store and handle the data



To be granted access to information concerning governing board membership, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and 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 department: <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: -

- Clerk to the Governing Board, Yeading Infant & Nursery School

For the purposes of GDPR, the Data Protection Officer (DPO) for the Governing Board is the same as the DPO for Yeading Infant & Nursery School.

You also have rights in relation to your personal data under the Privacy and Data Protection Legislation. Those rights include:

- The right to be informed
- The right of access
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

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/>

### **Further information**

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

- Clerk to the Governing Board, Yeading Infant & Nursery School or
- Data Protection Officer (DPO), Yeading Infant & Nursery School