



Privacy Notice – school governors

Under the General Data Protection Regulation (GDPR), Beacon of Light School is obliged to inform you of the information we hold on you, what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide school governors with this information.

Beacon of Light School is the data controller of the personal information that we collect, hold and share about you. This means the school determines the purposes for which, and the manner in which, any personal data relating to governors is to be processed. We are registered as a data controller with the Information Commissioner's office with the following data protection registration number xxxxxxxxxx (School to insert its data protection registration number).

The categories of governor information that we process include:

- personal
- governance details (such as role, start and end dates and governor ID)
- addresses
- gender
- occupation
- skills and experience
- information acquired as part of your application to become a governor (including copies of identity checks, barred list checks and disqualification checks, information about bankruptcy, references and other info included in a CV , application form or cover letter as part of the application process
- information about other posts held by you
- information about your conduct
- CCTV footage
- Information about your use of our information and communication systems
- photographs

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) where we need to protect your interests(or someone else's interests)
- c) where it is needed in the public interest or for official purposes
- d) where we have your consent
- e) to make decisions about whether to appoint you as a governor

- f) making decisions about your continued appointment as a governor
- g) dealing with the processes for the election of governors
- h) complying with our safeguarding obligations
- i) financial information such as expenses
- j) complying with health and safety obligations
- k) sending you communications connected to your role as a governor
- l) for the purposes of undertaking governance reviews

Our lawful basis for collecting and processing your personal information is defined under Article 6(1) of the GDPR, and the following sub-paragraphs apply:

- a) Data subject gives consent for one or more specific purposes.
- c) the processing is necessary to comply with the legal obligations of the school.

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.

- e) the processing is necessary for tasks in the public interest or exercise of official authority vested in the controller.

Our lawful basis for collecting and processing special category information is defined under Article 9(2) of the GDPR and the following sub-paragraphs in Article 9(2) of the GDPR apply:

- a) The data subject has given explicit consent to the processing
- b) the processing is necessary for the purposes of carrying out the obligations exercising specific rights of the school.
- g) Processing is necessary for reasons of substantial public interest

A full breakdown of the information we collect on school governors and the lawful basis can be requested from the school office.

Where we have obtained your consent to use your personal data, this can be withdrawn at any time. We will make this clear to you when we ask for your consent and we will explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting governor information

We collect personal information via contact forms and online applications.

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 have robust data protection policies and procedures in place to protect the personal information that we hold, which are regularly reviewed. Further information about our data protection polices can be found on our website or by contacting the school office.

Full details of data retention periods adopted by Beacon of Light School can be found in the Disposal of Record Schedule, by contacting the school office.

Gateshead DPO team have prepared a Disposal of Records Schedule, which schools may wish to adopt. The Schedule includes recommended retention periods for the different record series created by and maintained by schools as set out in the IRMS Information Management Toolkit for schools Version 5 1 February 2016. Please click on the link below for more information

Who we share governor information with

We share information about school governors with:

- Gateshead Council Education department
- The Department for Education (DfE)
- The school's ICT provider
- Legal advisers
- The Police or other law enforcement agencies (if there is a legal basis to do so)
- The Disclosure and Barring Service

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

The DfE collects personal data from educational settings and local authorities. We are required to share information about our governors with the 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](#).

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 DfE including the data that we share with them, please use the hyperlink below

<https://www.gov.uk/government/news/national-database-of-governors>

Please Note: Some of 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.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold, through a Subject Access Request (SAR)

If you make a subject access request, and we hold information about you, we will:

- Give you a description of it
- Tell you why we are holding, and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To make SAR for your personal information, please contact school reception on Telephone 0191 563 4789

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 direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate or incomplete personal data rectified, blocked, restricted, erased or destroyed.
- claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or if you have any other concern about our data processing, please raise this with school reception on telephone 0191 563 4789 in the first instance.

You can contact the school's Data Protection Officer if you have any questions, concerns or complaints or would like more information about anything mentioned in this privacy notice.

Data Protection Officer (for Schools)

Corporate Services and Governance
Gateshead Council
Civic Centre, Regent Street,
Gateshead, Tyne & Wear, NE8 1HH.
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Email: DPO@Gateshead.Gov.UK