



## **Privacy Notice for school governors, members and trustees (including how we use personal information on get information about schools – GIAS website)**

Under data protection law, individuals have a right to be informed about how the school and Trust uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the school and Trust in a voluntary capacity, including governors, Trustees and Members.

We, the school, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Louise Barber (see 'Contact us' below).

### **The categories of governance 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)
- declaration of business and pecuniary interests

### **Why we collect and use governance information and lawful basis:**

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

- Comply with a legal obligation
- Carry out a task in the public interest

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 your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

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:

- a) to meet the statutory duties placed upon us
- b) Establish and maintain effective governance
- c) Meet statutory obligations for publishing and sharing governors'/Trustees'/Members' details
- d) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- e) Undertake equalities monitoring
- f) Ensure that appropriate access arrangements can be provided for volunteers who require them

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

## Collecting governance information

We collect personal information via application forms, expressions of interest, governor elections and governor contact preferences.

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 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 data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please request a copy of the school retention schedule from the school office. You can also access the school Data Protection Policy from the school website and that of the flying High Trust via:

<https://www.flyinghighpartnership.co.uk/flying-high-trust/key-documents>

All school information is retained on a secure server and/or cloud storage with GDPR compliant processes with restricted access

## Who we share governance information with

We routinely share this information with:

- our local authority (where applicable) where the local authority provide clerking services
- the Department for Education (DfE) (Get Information About Schools website)

## Why we share governance information

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

### Local authority

We are required to share information about our governors with our local authority (LA) where there is provision of governor clerking services (name, role, attendance, business/pecuniary interests and contact email address).

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under:

We are required to share information about individuals in governance roles with the (DfE) under the requirements set out in the [Academies Financial Handbook](#)

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 main school office or for Flying High Members and Trustees via Company Secretary Rebecca Kerr [rkerr@flyinghightrust.co.uk](mailto:rkerr@flyinghightrust.co.uk)

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## 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 main school office (school governors) or Rebecca Kerr (Members and Trustees) via [rkerr@flyinghightrust.co.uk](mailto:rkerr@flyinghightrust.co.uk)

## 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 on 19 November 2019.

## Contact

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

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Nick Layfield                      Trust Operations Manager                      [nlayfield@flyinghightrust.co.uk](mailto:nlayfield@flyinghightrust.co.uk)

0115 9891915

Louise Barber                      Data Protection Officer                      [lbarber@discoveryschoolstrust.org.uk](mailto:lbarber@discoveryschoolstrust.org.uk)

## 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 maintained schools and academy trusts 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.

## How to find out what personal information 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>