



Privacy Notice – Governors 2023-24

(including how we use personal information on Get Information About Schools - GIAS)

The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, telephone number, email address and postcode)
- governance details (such as role, start and end dates and governor ID)
- register of any pecuniary interests or conflicts of interests
- a record of attendance at Governing Board meetings and training records

Why we collect and use governor information

The personal data collected is essential, in order for the school to fulfil our 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

Under the UK General Data Protection Regulation (UK 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**

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 governor information

We collect personal information via annual data collection forms.

Governance roles 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 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

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 see Appendix 2: Retention schedules and impact levels of our Information Management Policy. The Information Management policy can be found on our [school website](#).

Who we share governor information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- NHS Test and Trace and Public Health

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

We are required to share information about our governors with our local authority (LA) on a statutory basis to

- Ensure openness and transparency in our governance structures
- Avoiding conflict of interest for the purposes of financial accountability
- To conduct work in accordance with the Nolan principles of public life.
- To enable governors to access training opportunities and to enable governing board development.

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 [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 our Data Protection Officer via the school office.

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.

Data relating to criminal convictions or offences:

Under GDPR we are allowed to process information relating to criminal convictions (includes all DBS checks even if they show no convictions/offences) as we are doing so in an official capacity or have specific legal authorisation to do so.

Contact

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

- Mr Khalid via the school office or by email on khalidw@oxford-grove.bolton.sch.uk.

If you cannot access any of these websites listed in this notice, please contact the LA on:

Information Management Unit,
Department of People, Bolton Council
1st Floor, Town Hall, Bolton, BL1 1UA
website: www.bolton.gov.uk
email: ec.imu@bolton.gov.uk

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.

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>