



# **SPRINGWOOD PRIMARY SCHOOL**

## **PRIVACY NOTICE FOR GOVERNORS/TRUSTEES**

**Executive Head Teacher: Mrs. Jacqui Wennington**

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# Privacy Notice

**Under data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them.**

Springwood Primary School is the data controller for 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)
- governor attendance at meetings

## **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

Under the General Data Protection Regulation (GDPR), the legal basis / 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 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 the Local Authority, Governor hub or directly from each Governor.

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 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 contact Val Williams- School Business Manager 0161 778 0022

## **Who we share governor information with**

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- Governorhub
- LINK Education Trust
- ARBOR
- ACCESS
- WEDUC
- Fingertips Solutions
- National College

## **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) under section 538 of the Education Act 1996

### **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 Data Protection Officer -Debbie McCarron on 0161 793 3008 or by email [Debbie.Mccarron@salford.gov.uk](mailto:Debbie.Mccarron@salford.gov.uk)

Under certain circumstances 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 the purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

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/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:  
Data Protection Officer – Val Williams [Springwood@thelinkeducationtrust.co.uk](mailto:Springwood@thelinkeducationtrust.co.uk) or  
telephone 01617780022 opt 1

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288

## 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.