

Privacy Notice (Governors)

Privacy Notice (How we use school governor information)

Under data protection law, individuals have a right to be informed about how our school uses any personal data that 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 school governors. We, Frank Wise School, Hornbeam Close, Banbury, are the 'data controller' for the purposes of data protection law.

Our data protection lead is Matt McArthur and our data protection officer is TurnitOn (see 'Contact us' below).

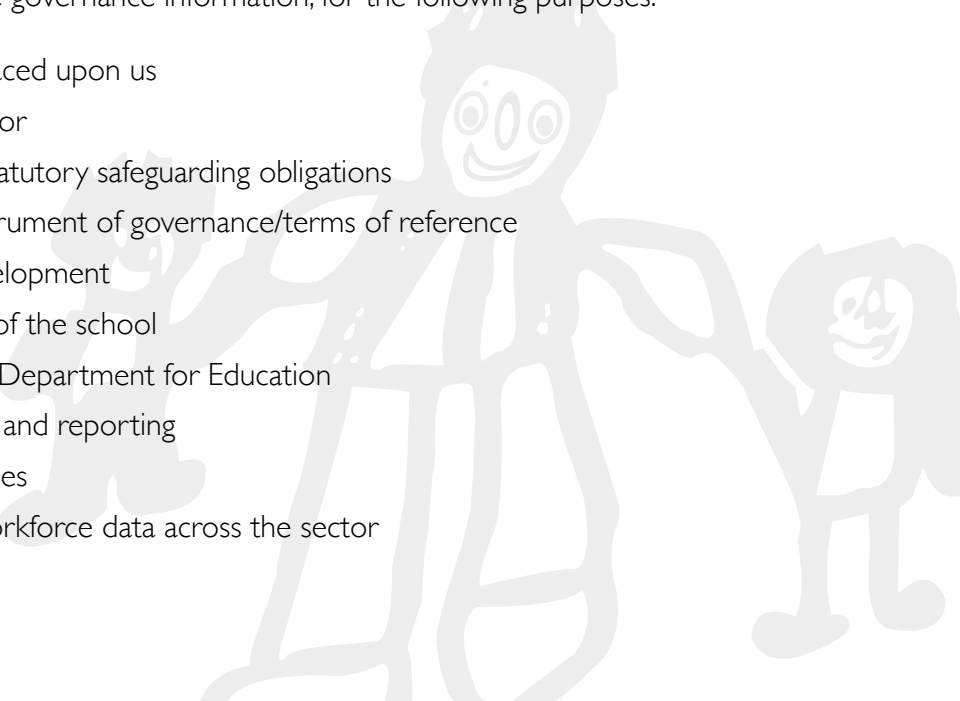
The categories of governor information that we collect, hold and share include:

- Personal information (such as name, address,);
- Contact details and preference (contact telephone numbers, email addresses, addresses);
- Details of your qualifications, skills, and experience for skills audit purposes;
- Information about your criminal record;
- Details of your appointment, including the appointing body, the date of appointment, and term of office;
- Training you have attended in your role as a governor;
- Your attendance and visits to the school in your role as a governor;
- Any roles or leadership responsibilities you hold within the governing body;
- Your business or other charitable interests;
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).

Why we collect and use this 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 governance information, for the following purposes:

- To meet the statutory duties placed upon us
- Enable you to serve as a governor
- Enable us to comply with our statutory safeguarding obligations
- Ensure we comply with our instrument of governance/terms of reference
- Support effective governor development
- Support effective management of the school
- Fulfil statutory reporting to the Department for Education
- Complete equalities monitoring and reporting
- Respond to any governance issues
- Improve the management of workforce data across the sector



- Support the work of the school teachers' review body
- Assess the quality of our services
- Comply with the law regarding data sharing.

The lawful basis on which we process this information

Under the UK General Data Protection Regulation (GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are:

- For the purpose named above in accordance with the legal basis of legal obligation
- To carry out a task in the public interest.

All local authority maintained school governing bodies, under section 538 of the Education Act 1996 and academy trusts, under the Academies Financial Handbook academy trust handbook have a legal duty to provide the governance information as detailed above.

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).

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.

Where we have obtained consent to use governors' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Collecting this information

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.

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

- 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)
- Register of any pecuniary interests or conflicts of interests
- A record of attendance at Governing Board meetings

- Contact details (such as email address and telephone number).

Storing this information

We hold data securely for the set amount of time shown on the data retention schedule section of the Data Asset Register. For more information on our data retention schedule and how we keep your data safe contact the school.

We will dispose of your personal data securely when we no longer need it.

Data sharing

We routinely share this information with:

- The Department for Education - to meet our legal obligations to share certain information with it Ofsted
- Our auditors, to ensure our compliance with our legal obligations
- Professional advisers and consultants – for us to develop our service to best provide our public service
- Police forces, courts, tribunals.

If we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Why we share school workforce 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.

We are required to share information about our governance roles with our local authority (Oxfordshire County Council) 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.

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under [section 538 of the Education Act 1996](#).

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the [current government security policy framework](#).

For more information, please see the ['How Government uses your data'](#) section.

Your rights

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. If you make a subject access request, and if we do 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
- 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.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection lead Matt McArthur - Assistant Headteacher - Email: matt.mcarthur@frankwise.oxon.sch.uk, Tel: 01 295 263520 or our data protection officer at gdpr@turniton.co.uk.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Ask us for access to information about you that we hold
- Have your personal data rectified if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not 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 (ICO) at [Information Commissioner's Office](#).

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the '[How Government uses your data](#)' section of this notice.

To exercise any of these rights, please contact our data protection lead, Matt McArthur - Assistant Headteacher - Email: matt.mcarthur@frankwise.oxon.sch.uk, Tel: 01 295 263520 or our data protection officer at gdpr@turniton.co.uk.

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.

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 have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection lead Matt McArthur - Assistant Headteacher - Email: matt.mcarthur@frankwise.oxon.sch.uk, Tel: 01295 263520 or our data protection officer at gdpr@turniton.co.uk

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

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

- Matt McArthur - Assistant Headteacher - Email: matt.mcarthur@frankwise.oxon.sch.uk, Tel: 01295 263520
- Alternatively contact our data protection officer - TurnitON - gdpr@turniton.co.uk

Reviewed by: Matt McArthur

Date: January 2024

Approved by Governors:

Date: January 2024

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and carers and to reflect the way we use data in this school.

