



Deansbrook Infant School

Privacy Notice for Governors

(How we use school workforce information)

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

- personal information (such as name, date of birth, address, telephone numbers, email address)
- attendance information
- qualifications, skills and experience.

Why we collect and use this information

We use the data to:

- communicate
- inform the effectiveness and development of the Governing Body.

The lawful basis on which we process this information

We process this information under the Data Protection Act 1998 (DPA), "Article 6" and "Article 9" of the General Data Protection Regulation (GDPR) and the Education Act 1996.

Collecting and storing this information

Whilst the majority of information provided is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, the school will inform governors whether they are required to provide certain information or if they have a choice in this. The school holds this data for the term of service of each governor.

We routinely share this information with:

- The local authority and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.
- Teachers2Parents (names and contact numbers)

Why we share this information

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

Data collection requirements

The DfE collects and processes personal data relating to governors of state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision).

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to:

www.gov.uk/government/news/national-database-of-governors

The department may share information about governors with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is

maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Useful websites:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

<https://www.gov.uk/contact-dfe>

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, please complete a data request form (available from the school office or on the school website) and hand it to the school office.

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
- claim compensation for damages caused by a breach of the Data Protection regulations.

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/>

If you would like to discuss anything in this privacy notice, please contact the headteacher.