



**PRIVACY NOTICE
FOR GOVERNORS**

Privacy Notice for governors

This notice is about how we use information about you and what we do with it. We call this information ‘personal data’ or ‘personal information.’

Who are we?

Cosgrove Village Primary School is called the Data Controller. Plumsun is the Data protection officer.

If you want to contact us about your personal information you can contact the school office.

The categories of governor information that we process include:

- personal identifiers and contacts (such as name, contact details and address)
- characteristics (such as ethnicity and language)
- attendance (such as sessions attended, number of absences, absence reasons; this includes publishing attendance information)
- employment history/details, work experience, skills
- evidence of qualifications
- information about business and pecuniary interests
- references/recommendations/input as to suitability for the governor role from others and in particular the following:
 - the Headteacher
 - Incumbents/Parish (in relation to Foundation Governors)
 - the Diocesan Board of Education and its officers (in relation to Foundation Governors)
 - Chair of governors
 - Staff and parents (in relation to elections for staff governors and parent governors)
- family interests at the school
- term of office
- type of governor, roles and committee membership

We may also process information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- safeguarding (such as information from the Disclosure and Barring Service (DBS))

- checks)
- Church involvement
- race, ethnicity, religious beliefs and sexual orientation
- disability and access requirements

We will also use photographs of you in connection with your role as a governor.

Why we collect and use governor information

We, Cosgrove Village Primary School collect and hold personal information relating to our governors and this may include collecting and receiving information about them from the local/their Incumbent, the Parish, the Headteacher, staff, parents and the chair of governors of the school where they are or have applied to be a governor. We use this personal data to:

- establish and maintain effective governance (this includes to consider the suitability for the role of a governor generally and in relation to the needs of the particular academy. In relation to information regarding religious beliefs and Church involvement, this is to consider suitability in relation to upholding, preserving and developing the Church School ethos)
- make governor appointments and removals
- monitor governor skills and address gaps
- meet statutory obligations for publishing and sharing governors' details
- facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- comply with the statutory duties placed on us in respect of governance
- undertake equalities monitoring
- ensure that appropriate access and other arrangements can be made for those who need them

The use of your information for these purposes is lawful for the following reasons:

- The Cosgrove Village Primary School is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our statutory duties in respect of governance and such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in establishing and maintaining effective governance across the school. This is a function which is in the public interest because governance is an integral part of leadership and management of academy trusts and academies/schools.

This means we have a real and proper reason to use your information.

- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. If you give your consent, you may change your mind at any time.

How we collect governors' information

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, whether there is a legal requirement on the Academy Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

When we give your information to others

We will not give information about you to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact the relevant academy.

We are required, by law to pass some information about our governors to the Department for Education (DfE). This is the part of the Government which is responsible for schools/academies. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about governors that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

Your information may also be shared with:

- the Headteacher, Incumbents/Parish (in relation to Foundation Governors), the Diocesan Board of Education and its officers (in relation to Foundation Governors), parents (in relation to parent governors), staff (in relation to staff governors) and the chair of governors of the academy where you are or have applied to be a governor
- suppliers and service providers to enable them to provide the service we have contracted them for, such as governor support, training and clerking
- professional advisors and consultants
- police forces, courts

Our disclosure of your personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed

upon us such as our statutory duties in respect of governance and such as our duty to look after our pupils and protect them from harm.

- It is necessary for us to disclose your information for the purposes of our functions in establishing and maintaining effective governance across the Academy Trust. This is a function which is in the public interest because governance is an integral part of leadership and management of academy trusts and academies/schools.
- There is a substantial public interest in disclosing your information because it is necessary to keep our pupils safe from harm.
- We may not need consent to disclose your information. However, if at any time it appears to us that we would need consent then we will ask before a disclosure is made.

How we keep your information and how long for

Personal data is kept in accordance with our Data Protection and FOI Policy and Records Retention Policy and you can find them here www.pdet.org.uk/policies or ask for a copy at your academy's office.

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection and FOI Policy or you can ask PDET's Chief Executive Officer on 01604 887056.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Issue 3.0 (11.07.18)

Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.