

GDPR Privacy Notice - How we use governor, associate member and clerk information

Woodhouse Academy is the Data Controller for the use of personal data in this privacy policy

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

- personal identifiers, contacts and characteristics (such as name, address, date of birth, contact details and postcode)
- copies of identification documents
- governance details (such as role, start and end dates and governor ID)
- Records of attendance at governing body and sub-committee meetings;
- Qualifications, skills, previous and current employment.
- Photographs and videos of participation in Schools' activities;

Why we collect and use governance 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 e.g. Companies House, Financial accounts
- For use on get information about schools (GIAS)
- Enable the development of a comprehensive picture of governance and how it is deployed
- To enable appropriate checks to be completed
- Enable individuals to be kept informed of governance training, book training and relevant information
- To inform relevant authorities/organisations of a member/trustee/governor/clerk appointment
- To undertake our responsibilities for safeguarding children
- To communicate with you
- To comply with the law regarding data sharing

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

- **Article 6(1) (a)** Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- **Article 6(1)(c)** Legal obligation: the processing is necessary for you to comply with the law.
- **Article 6(1) (e)** Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

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.

Where we process special category data we identify an additional processing condition within **Article 9(2)** of the GDPR.

Collecting governance information

Governance 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 governance information

Governance data is held for a specified period detailed in the retention schedule, a copy of which is available on request from the School's Data Protection Officer.

Who we share governance information with

We routinely share this information with:

- The Department for Education (DfE)
- Independent providers of governor services
- Clerk to governing board
- Disclosure & Barring Service
- Auditors

Why we share governance 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 individuals in governance roles with the (DfE) under the requirements set out in the [Academies Financial Handbook](#)

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 email:

SAR@woodhouseacademy.staffs.sch.uk

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.

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer Mrs A Clack on: 01782 973600 or email finance@woodhouseacademy.staffs.sch.uk

How Government uses your data

The governance data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts 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>