

## Privacy Notice (How we use governor information)

### Who processes your information?

The school is the data controller of the personal information you provide to us. This means the school determine the purposes for which and the manner in which, any personal data relating to governors is processed.

Where necessary, third parties may be responsible for processing governor's personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

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

- personal information (such as name, address, contact details, place of work, business interests)
- governor details (such as role, start and end dates, meeting attendance/absence)
- remuneration details
- safer recruitment information (such as DBS checks)

### Why do we need your information?

Moor Park High School and Sixth Form has the legal right and a legitimate interest to collect and process personal data relating to school governors.

The personal data collected is essential, in order for the school to fulfil their official functions and meet statutory and legal requirements.

### Why we collect and use this information

We collect and use governor information, for the following purposes:

- the personal data we collect about you is essential, in order for the school to fulfil its official functions and meet legal requirements and statutory duties placed upon us
- to meet safeguarding requirements

### The lawful basis on which we process this information

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

#### Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
  - (a) the data subject has given **consent** to the processing of his or her personal data for one or more specific purposes;
  - (b) processing is necessary for the performance of a **contract** to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
  - (c) processing is necessary for **compliance with a legal obligation** to which the controller is subject;
  - (d) processing is necessary in order to protect the **vital interests** of the data subject or of another natural person;
  - (e) processing is necessary for the performance of a task carried out in the **public interest** or in the

- exercise of official authority vested in the controller;
- (f) processing is necessary for the purposes of the **legitimate interests** pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

#### Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
  - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

### Collecting this information

Governor data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

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.

### Storing this information

We hold school governor information securely for 6 years following termination of your term of office (termination date + 6 years).

### Who we share this information with

We routinely share this information with:

- our local authority where applicable
- the Department for Education (DfE)
- GIAS (Getting Information about Schools)
- auditors
- visitors to the school website

### Why we share your information

We do not share information about school 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 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## **Department for Education (DfE)**

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our school governors the Department for Education (DfE) under section 538 of the Education Act 1996.

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

- Increase the transparency of governance arrangements.
- Enable schools and the DfE to quickly and accurately identify individuals who are involved in governance and who govern in more than one context.
- Allow the DfE 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.

You can find out more about the requirements placed on the school by the DfE, including the data we share with them, via this website:

<https://www.gov.uk/government/news/national-database-of-governors>.

Some of this personal data is not publicly available and is encrypted within the GIAS system. Access is restricted to authorised DfE and education establishment users with a DfE Sign-in account who need to see it to fulfil their official duties. The information is for internal purposes only and is not shared beyond the DfE, unless the law allows it to be.

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

You can also contact the DfE directly using its online contact form by following this link:

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

## **Auditors**

Some of your details may be passed to auditors to enable them to carry out their work in overseeing governance reviews of the school. This data will be similar to that which is published by the DfE on GIAS.

## **Visitors to the school website**

Some of your details and our governance arrangements are required to be displayed on our school website. This is a requirement from the Department for Education (DfE) and is to comply with:

- the [School Information \(England\) Regulations 2008](#), as amended by the [School Information \(England\) \(Amendment\) Regulations 2012](#) and [2016](#)

## Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact M Jowett at [dataprotection@moorpark.mp](mailto:dataprotection@moorpark.mp)

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called ‘right to be informed’.
- the right to ask us for copies of personal information we have about you – this is called ‘right of access’, this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’.
- the right to ask us to delete your personal information – this is called ‘right to erasure’.
- the right to ask us to stop using your information – this is called ‘right to restriction of processing’.
- the ‘right to object to processing’ of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant). · the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t have the right to object, but you have the right to withdraw consent.

If you have a concern 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 [raise a concern with ICO](#)

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.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting M Jowett at [dataprotection@moorpark.mp](mailto:dataprotection@moorpark.mp)

## Further information

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.

## Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information

from time to time. This version was last updated on 30 September 2024.

The most current copy of this notice will always be made available on the school website ([www.moorpark.mp](http://www.moorpark.mp)).

## Contact

If you would like to discuss anything in this privacy notice, please contact:

**Mrs Jowett** ([dataprotection@moorpark.mp](mailto:dataprotection@moorpark.mp))

## How government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (DfE) 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 (DfE) including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account 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 for Education (DfE) unless the law allows it.

## How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should

make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

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