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| **PRIVACY NOTICE - *How we use information on Get Information about Schools (GIAS)***  |

**The categories of governance information that we process include:**

* 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)
* Professional details
* Relevant business and pecuniary details
* Role application details
* Selection records, references and identity verification records
* Meeting attendance records and records of communications
* Photographs and CCTV images
* Records of work you do in conjunction with our staff or students
* Minutes of meetings

**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
* to maintain a safe environment for our pupils
* to enable you to take part in appropriate training and professional development
* to comply with our legal obligations to share information
* to ensure your health and safety
* to keep you up to date with news about the school

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

* to meet the terms of a contract, e.g. recording your personal and contact details
* to meet a legal requirement [Article 6(1)(c)], e.g. Providing information to DfE
* to protect the vital interests of you or someone else [Article 6(1)(d)], e.g. Giving your contact details to emergency services
* delivering a public task [Article 6(1)(b)], e.g. Keeping records of your meetings with governors

Where we use special category personal data we process this under the following exemptions from Section 9 of GDPR:

* Information used in the field of employment [Article 9(2)(b)], e.g. Using information about ethnic origin for equality monitoring purposes

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.

**Collecting governance information**

We collect personal information via our recruitment forms.

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 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**

Personal data relating to Governors is stored in our Management Information System and in paper records and is held securely for the set amount of time shown in our data retention schedule.

**Who we share governance information with**

We routinely share this information with:

* our local authority (where applicable)
* the Department for Education (DfE)

We may also share limited personal data to third parties to enable us to perform certain tasks. In such cases the same data protection standards that we uphold are imposed on the processor.

**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, contact Debbie Burgess, our Data Protection Officer by emailing dpo@cromptonhouse.org

You also 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 <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the DfE, please see the ‘How Government uses your data’ section of this notice.

**How government uses your data**

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

* increase the transparency of governance arrangements
* enable maintained schools, academies, academy trusts and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
* allow 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 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 DfE and education establishment users with a DfE Sign-in 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, 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 (SAR). 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>