



Privacy notice for Governance

As part of Vernon Terrace Primary's Governor recruitment process, we collect and process personal data. All data is retained in accordance with our School Record's Management Policy which can be found on our website.

Under data protection law, individuals have a legal right to be informed about how their data is used and for how long it is held. To comply with this, we provide a 'privacy notice' (sometimes called a 'fair processing notice') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Data Controller: Vernon Terrace Primary School, Vernon Terrace, Northampton, NN1-5HE for the purposes of UK data protection law.

Our data protection officer (DPO): Tracey Riches from Clear7 consultancy

The categories of Governor information that we process include:

- Personal identifiers, contacts and characteristics (such as name, address, date of birth, contact details and postcode)
- Governance details (such as role, start and end dates and Governor ID)
- Recruitment information, including copies of references and other information included in a CV or cover letter or as part of the application process
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system
- Ethnicity, disability and gender information

2. Why we collect this information:

The personal data collected is essential, in order for us to fulfil our official functions and meet legal requirements.

We collect and use Governor information for the following purposes:

- To meet the statutory duties placed upon us
- To facilitate safe recruitment of Governors as part of our safeguarding obligations towards pupils
- To enable equality monitoring

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

- To fulfil a contract we have entered into with you
- To comply with a legal obligation
- To carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

3. Collecting Governor information

We collect personal information via an application form and proof of ID.

Governor data is essential for our 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.

4. Storing this information

We create and maintain a file for each Governor. The information contained in this file is kept secure and is only used for purposes directly relevant to your role.

Once your role with us has ended, we will retain this file and delete the information in it in accordance with our records management policy.

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our Records Management Policy.

5. Who we share Governor information with

We routinely share this information with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education (DfE) - to meet our legal obligations
- Our regulator OFSTED
- Suppliers and service providers to enable them to provide the service we have contracted them for
- Financial organisations to enable them to provide the service we have contracted them for eg. information for the Annual Accounts Trustees report
- Central and local government to meet our legal obligations
- Our auditors to meet our legal obligations to enable them to provide the service we have contracted them for
- Survey and research organisations to comply with our legal obligations under the Freedom of Information Act
- Security organisations to enable them to provide the service we have contracted them for
- Professional advisers and consultants to enable them to provide the service we have contracted them for
- Charities and voluntary organisations to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals to meet our legal duties to share certain information with it
- Professional bodies to meet our legal duties to share certain information with it to enable them to provide the service we have contracted them for

6. Why we share Governor information

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

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law

7. Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our Governors with the (DfE). All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

8. 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 or discuss anything in this policy, contact Tracey Riches, Data Protection Officer, tracey.riches@clear7.co.uk

Under certain circumstances 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
- a right to seek redress, either through the ICO, or through the courts

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/>

9. How Government uses your data

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

- will increase the transparency of governance arrangements.
- will enable schools 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.

10. 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/nationaldatabase-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.