

## Privacy Notice for Governors How we use your information 2018/19

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### Who are we?

Tove Learning Trust is the ‘data controller’. This means we are responsible for how your personal information is processed and for what purposes.

Tove Learning Trust is registered as the Data Controller with the Information Commissioner’s Office (ICO); Registration Number: Z7119841.

### What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our governors.

### What personal information do we process about governors?

We process data relating to those volunteering at our school. Personal data that we may collect, use, store and share about you includes, but is not restricted to:

- personal information such as name, date of birth, address and contact details
- special categories of data including characteristics information such as gender, age, ethnic group, disability and access information
- information such as start and end dates and length of term as governor
- information on attendance at meetings
- evidence of qualifications and, where relevant, skills associated with the role of governor
- information about business and pecuniary interests.

### For what purposes do we use personal information?

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

We collect, use and process governor information on a lawful basis (under the General Data Protection Regulation (GDPR) for the following purposes:

a)	Establish and maintain effective governance	In accordance with the legal basis of <b>Public Task</b> ; necessary to perform tasks that schools are required to perform as part of their statutory function and in terms of any special category data, with Article 9 of the GDPR.
b)	Undertake equalities monitoring	
c)	Ensure that appropriate access arrangements can be provided for volunteers who require them	
d)	Facilitate safe recruitment, as part of our safeguarding obligations towards pupils	In accordance with the legal basis of <b>Vital interest</b> ; to keep children safe
e)	Meeting statutory obligations for publishing and sharing details	In accordance with the legal basis of Legal Obligation; data collected for DfE census information. (see Department for Education in the section – Who we share our data with).

## **Collecting personal information**

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, 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 and what we will use this information for.

## **Who might we share your information with?**

We do not share information about our governors unless the law and our policies allow us to do so. We specifically do not pass on your details to third parties for marketing purposes.

We routinely share governor information with:

- our local authority, the Department for Education (DfE) via secure data collection returns
- the ESFA via secure access website for compliance purposes.
- Companies House for statutory purposes
- third party software applications necessary to the running of the school i.e. Go4Schools, BlueSky system for online CPD compliance such as Safeguarding, Child Protection and Recruitment; etc.

A full list of the third parties we connect with, what we share and how they use the information is attached as Appendix 1 to this notice.

## **What do we do with your information?**

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

## **How long do we keep your information for?**

In retaining personal information, the Academy Trust complies with the Retention Schedules provided by the Information Record Management Society or by the statutory body which overrides this guidance. For more information regarding our data retention schedule and how we keep your data safe please refer to our website.

## **Transferring data internationally**

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.

## **What are your rights with respect of your personal information?**

Under data protection law, governors have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

**\*\*Please ensure you specify which school your request relates to.**

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
- claim compensation for damages caused by a breach of the Data Protection regulations

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

**If you have any queries about this Privacy notice, please contact [GDPR@sponne.org.uk](mailto:GDPR@sponne.org.uk)**

### **Review**

The content of this Privacy Notice will be reviewed annually or where substantial change is required due to a change in the law. The first review is scheduled for May 2019.

## Information sharing with third parties

### Department for Education

We are required to share information about our governors with the Department for Education (DfE) either directly or via our local authority for the purpose of data collection, under:

- section 537A of the Education Act 1996
- the Education Act 1996 s29(3)
- the Education (School Performance Information)(England) Regulations 2007
- the School Workforce Census: a statutory census that takes place annually during the autumn, spring, and summer terms.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

### All other third party contacts

The link to the Privacy Notices of these third parties details how they use the data they collect. They will also have an agreement with the school that they will comply with the GDPR regulations when using the data of our volunteers.

Who	What	Why	Privacy Notice Link
Go 4 Schools	Name, Contacts, Demographic information	Provide functionality of Go 4 Schools online Management Information System	<a href="http://www.go4schools.com/PrivacyPolicy.aspx">http://www.go4schools.com/PrivacyPolicy.aspx</a>
BlueSky Education	Name, Contacts, CPD information	Legal compliance with safeguarding, child protection and safer recruitment	<a href="https://blueskyeducation.co.uk/privacy">https://blueskyeducation.co.uk/privacy</a>
Companies House	Name, DOB, address, term of appointment	Legal compliance with company law	<a href="https://www.gov.uk/guidance/your-personal-information-on-the-public-record-at-companies-house">https://www.gov.uk/guidance/your-personal-information-on-the-public-record-at-companies-house</a>
Department for Education	Student record, attendance, achievement	School accountability, national statistics	<a href="https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data">https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data</a>  <a href="#">Data Protection Policy</a>
MacIntyre Hudson LLP	Name, DOB, address, pay scale information	Completion of financial accounts and verification of payroll and pensions information.	<a href="https://www.macintyreHUDSON.co.uk/privacy-policy">https://www.macintyreHUDSON.co.uk/privacy-policy</a>

