

Governing Body Privacy Notice St Francis CE (Aided) Junior School



1. Who we are and what we do

St Francis CE (Aided) Junior School are the Data Controller for your information and as such we must state how and why personal data is processed, we must also abide by data protection laws including the introduction of GDPR from 25 May 2018.

This statement is aimed at explaining our responsibilities, please contact the school if you require additional information. If you wish to read more about GDPR, the Information Commissioner's Office website is an excellent resource at www.ico.org.uk.

2. What type of personal information do we collect and how do we collect it?

We collect a range of information using paper and electronic forms which enables us to fulfil our statutory duty to deliver primary (including nursery) education to our pupils.

We collect the following personal information about you:

- Personal information (such as name, address, contact preferences, date of birth, identification documents etc.)
- Information relating to special educational needs and disabilities (if these directly affect your role as a school Governor e.g. you need meeting information in large print etc.)
- Characteristics (such as ethnicity)
- Photographs (e.g. for identification badges)
- Safeguarding information
- Information for GIAS (Get Information About Schools)
- Information to allow Section 128 Checks to be carried out

How You collect Personal Information

Whilst the majority of the 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 whether you are required to provide certain information to us or if you have a choice in this.

We collect information about you in the following ways:

- Governor Nomination form
- Electronic forms
- NEREO/Capita for progressing DBS checks

3. What is our power to obtain and use the personal data?

We collect and use Governor information lawfully under Article 6 and Article 9 of the GDPR and the Education Act 1996.

We will only collect and use your information when the law allows us to (this is the lawful basis covered in Article 6). Most often, we will use your information where there is a:

- **Legal obligation:** it is necessary to meet a legal obligation such as progressing your DBS check
- **Vital Interests :** it is necessary to protect someone in an emergency

- **Legitimate Interests** – the processing is necessary for the purpose of legitimate interests. This allows us to safeguard and promote the welfare of children in school and ensuring that all legal obligations of the school are complied with.
- **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions.

Sometimes, we may also use your personal information in following ways:

- **Consent:** You or a legal representative have given consent.
- **Contract :** You have entered a contract with us, for example, we need your contact details so we can update you on your child's progress and so we can contact you if we have a concern e.g. if you are a Parent Governor

Special Category Data

Special category data is any personal information that is one or more of these eight categories:

- a) Racial or ethnic origin
- b) Political opinions
- c) Religious or philosophical beliefs
- d) Trade union membership
- e) Genetic data
- f) Biometric data
- g) Health Data

Article 9

Applicable Conditions for processing special category data are known under Article 9.

When we collect special category personal information we rely on one of the following:

Explicit consent You or your representative gave us explicit consent.

Comply with a law We need this for Employment, or Social Security or Social Protection Law.

Vital Interests. Someone is in danger and who cannot give consent such as someone who is seriously ill.

Public Domain: you have made your information publicly available

Legal Rights: We need it for a legal case or a legal reason such as sharing information with our legal advisers and/or insurers to defend a legal case.

Substantial Public Interest. The processing is necessary to benefit society as a whole.

Public Health it is necessary to protect public health such as an outbreak of a contagious illness in school.

Archiving, Research or Statistical Purposes. We use it for archiving, research, or statistical purposes such as monitoring the quality of teaching and learning.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

4. What is your personal information used for?

The school collects data to fulfil the following responsibilities:

- To ensure that the Governing Body fulfils its legal responsibilities
- To comply with the law regarding data sharing
- To protect pupil welfare e.g. by progressing DBS checks
- To assess the quality of our services
- Updating the Single Central Record

5. Will your personal information be shared?

St Francis CE (Aided) Junior School will not share your personal information with any third party without your consent, unless the law or our policies allow us to do so. The school routinely shares information with:

- Local Education Authority - Durham County Council – 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 to share certain information
- Government Portal – Get Information About Schools – To fulfil the legal requirement to publish information relating to Governors
- Our regulator Ofsted, - to monitor quality and effectiveness
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Professional advisers, consultants and students – to support educational needs, social, emotional and mental health
- Charities and voluntary organisations – e.g. if we have applied for grant funding for projects etc.
- Police forces, courts, tribunals- to meet our legal obligations to share certain information
- CPOMS – used to record child protection and behaviour/incidents in school providing chronology of events
- School website – to fulfil our legal obligations in relation to publishing Governor information
- DFE Secure Site – to ensure Section 128 Checks can be carried out

6. How do we keep your personal information secure?

The security of your paper and electronic personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

7. How long will we keep your personal information?

Data will be securely disposed of when you cease to be a Governor or in line with the maintained schools data retention guidelines
http://ldbsact.org/download/policies/Document%20Retention%20Schedule_Nov15.pdf

8. Is your personal information processed outside the European Economic Community (EEC)?

Where we share data with an organisation that is based outside of the European Economic Area, we will protect your data by following Data Protection law.

9. Marketing

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

10. What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:
to have any inaccuracies corrected;

to have your personal data erased;
to place a restriction on our processing of your data;
to object to processing; and
to request your data to be ported (data portability).

To exercise any of these rights or request information on the personal information that is held, please contact the school – stfrancis@durhamlearning.net

To learn more about these rights please see the [ICO website](#).

If something goes wrong with your personal information, or you have questions about how we use it, please contact Miss Hockaday the Data Protection Officer by emailing m.hockaday300@stfrancisjunior.org.uk/stfrancis@durhamlearning.net or by calling 01325 300236.

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#)

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 510