



CHATHAM & CLARENDON GRAMMAR SCHOOL

Privacy Notice for Governors

Agreed by Governors: **July 2020**

1. Categories of information

The categories of governance information that we process include:

- personal details
- contact details
- relevant business and pecuniary interests
- meeting attendance and notes of meetings
- governance details (such as role, start and end dates and governor ID)

We are also required to collect and use information that is given additional protection under GDPR, for example: demographic information required for monitoring equal opportunities

2. Why we collect and use governance information

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

Depending on the purpose, our use of your information will be legal due to one of the following:

- To meet the terms of a contract For example: Recording your personal and contact details
- To meet a legal requirement [Article 6(1)(c)] For example: Providing information to DfE
- To protect the vital interests of you or someone else [Article 6(1)(d)] For example: Giving your contact details to emergency services
- Delivering a public task [Article 6(1)(b)] For example: 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)] For example: Using information about ethnic origin for equality monitoring purposes

3. Collecting Governance Information

We collect personal information via Governor Information Forms and annual Declarations of Business Interests and Related Party Transactions.

Governance 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.

4. Storing governance information

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 <http://www.ccgrammarschool.co.uk>

5. Who we share governance information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- our external auditors

6. Why we share governance information

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

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 individuals in governance roles with the (DfE) under the requirements set out in the [Academies Financial Handbook](#)

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](#).

For more information, please see 'How Government uses your data' section.

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, contact the Business Manager.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete

- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to 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 at <https://ico.org.uk/concerns/>
- 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.

9. 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 **7 July 2020**.

10. Contact

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

The Business Manager,
Chatham & Clarendon Grammar School,
Chatham Street,
Ramsgate,
Kent CT11 7PS

Tel: 01843 591075

11. How Government uses your data

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

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts 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

12. 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/national-database-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.

13. 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'. 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>