



The Topsham School

Privacy Notice (How we use governor, associate member and clerk information)

The categories of information that we collect, process, hold and share include:

- Personal information (such as name, address, email address and telephone number, date of birth)
- Qualifications, skills, previous and current employment.

Why we collect and use this information

We use your data to:

- Enable the development of a comprehensive picture of governance and how it is deployed
- To enable appropriate checks to be completed
- Enable individuals to be kept informed of governance training, book training and relevant information
- To inform relevant authorities/organisations of a member/trustee/governor/clerk appointment

The lawful basis on which we process this information

We process this information under Legal Obligation as it is a statutory requirement to inform the DfE through Get Information About Schools, (GIAS) about new governor appointments; it is a statutory requirement for all governors to have an enhanced DBS check and it is a statutory requirement that the school website includes governor and associate member information.

Collecting this information

The information will be collected via an application form completed when prospective governors express an interest in undertaking the role and when completing any necessary checks such as DBS.

Storing this information

We hold governor, associate member and clerk data for the length of time that the individual serves or until they resign plus 12 months. The school website must include stipulated information on governors and associate members who have served in the last 12 months; (name, category of governor, term of office, appointed by, any office held (such as chair, vice-chair, safeguarding lead), summary of relevant business interests, attendance at meetings).

Who we share this information with

We routinely share this information with:

- Devon Local Authority – through the Babcock Idp Governance Consultancy Team
- The Department for Education (DfE) through Get Information about Schools (GIAS)

- National Governance Association
- School Office
- Other governors on the same governing board
- Disclosure and Barring Service
- The clerk to the board
- Other schools that form part of the River Exe Learning Partnership
- Exeter Consortium

Why we share governor, associate member and clerk information

We do not share information about governors, associate members or clerks with anyone without consent unless the law and our policies allow us to do so and as detailed above.

Local Authority and Babcock Idp

We are required to share appointment and resignation information about board members with Devon Local Authority (LA) for inclusion on the ONE database.

As a school which subscribes to The Governance Consultancy Team we share information for booking training and accessing support services.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis, through Get Information About Schools (GIAS).

National Governance Association (NGA)

In order to access the NGA website and receive weekly email updates it is necessary for the NGA to have names and email addresses for all members of the board. Home addresses for those trustees/governors receiving the hard copy of the NGA magazine will also be supplied. In order for the clerk to pass on email details to the NGA a member, trustee or governor will be required to give complicit consent. An individual can unsubscribe at any time.

School Office

In case of emergency or an Ofsted inspection it is necessary for the school office to hold details of any individuals involved in the governance of the school. The school Single Central Record will record that appropriate checks have been carried out for everyone involved in the governance of the school.

Other members/governors on the same Governing Board.

For ease of communication and with your consent contact details may be shared with other governors on the board.

Disclosure and Barring Service

All maintained school governors are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks and Section 128 checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

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 Jayne Edwards

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, we ask that you raise your concern with (Clerk/Chair/Head/School Data Protection Officer) in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

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

The school office/ school Data Protection Officer is Jayne Edwards