

## Privacy Notice Governors

### Privacy Notice (How we use school workforce information)

We process personal data relating to those who work as Governors at our school. This is to assist in the running of the school or. The collection of this information will benefit both national and local users.

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

- personal information (such as name)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- qualifications
- contact information (such as telephone numbers of contacts that an employee would want the school to contact in an emergency)
- address information (such as the known contact address to direct correspondence to)

We also process special categories of personal data that may include:

- racial or ethnic origin
- criminal convictions data
- civil and criminal proceedings, outcomes and sentences
- religious or other beliefs of a similar nature

Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the governing body and its strengths
- to contact you directly when you are not on the premises
- to contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual

The lawful basis on which we process this information

We collect and use information under Article 6 and Article 9 of the GDPR, this enables the school to process information such as Departmental Censuses under the Education Act 1996 and other such data processes that relate education provision.

## COLLECTING THIS INFORMATION

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

### Storing this information

We hold pupil data in line with our Data Retention Guidelines, which are available upon request.

### Who we share this information with

We routinely share this information with:

- the Department for Education (DfE)

### Why we share school workforce information

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

### DEPARTMENT FOR EDUCATION (DFE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our pupils with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### Data collection requirements

The DfE collects and processes personal data relating to those who act on behalf of the schools (including Multi Academy Trusts) and local authorities that work in state funded

schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision).

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **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 (GDPO for The Topsham School)

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 us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>