Gorringe Park Primary School

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Governors and Volunteers

Privacy Notice

This privacy notice has been written to inform governors, and volunteers about how and why we process your personal data.

Gorringe Park Primary School is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The school has appointed London Borough of Merton as its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues.

What personal information do we collect?

The personal data we collect about you includes:

- Personal identifiers, including your name, address and contact details.
- Information relating to your particular role, i.e. if you are a parent governor, community governor etc.
- Information about the history of your appointment.
- Your business and/or financial interests, where applicable.
- Relevant criminal history data, including your DBS check, where applicable.
- Photographs or video images of you, including CCTV footage.
- Relevant skills, expertise and qualifications.
- References you have provided.
- Records of communications and interactions we have with you.
- Equality monitoring information, such as your ethnicity, religious beliefs and gender.
- Information about any health condition or disability you may disclose.
- E-monitoring information about your use of the school's network and IT systems.

Why do we collect your personal information?

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

We process your information for the purposes outlined below:

- To meet the statutory duties placed upon us
- To establish and maintain effective governance.
- To meet our safeguarding obligation to pupils and the school workforce.
- To meet statutory obligations for publishing and sharing governor or trustee details.
- To meet our health and safety obligations.
- To monitor and manage skills, training and personal development.
- To make any reasonable adjustments you may need in relation to a health condition or disability.
- To promote the school, including in newsletters, on the school website and social media platforms.

What is our lawful basis for processing your information?

Under the UK General Data Protection Regulation (GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are:

- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

All local authority maintained school governing bodies, under section 538 of the Education Act 1996 have a legal duty to provide the governance information as detailed above.

For the processing of personal data relating to criminal convictions and offences, processing meets Schedule 1, Part 2 of the Data Protection Act 2018 as below:

- (10) Preventing or detecting unlawful acts

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(g) - reasons of substantial public interest

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 - statutory and government purposes
- Condition 10 - preventing or detecting unlawful acts
- Condition 18 - safeguarding of children and vulnerable people

Who do we obtain your information from?

We normally receive this information directly from you, for example via documents and other records and information supplied by you in the course of your application for the role or a period of volunteering. However, we may also receive some information from the following third parties:

- Disclosure and Barring Service (DBS).
- Local Authority.
- Referees you have provided.
- Governor support services, if applicable.

Who do we share your personal data with?

We may share your information with the following organisations:

- Department for Education (DfE).
- Disclosure and Barring Service (DBS).
- Local Authority.
- Any relevant funding authority.
- Our IT application providers, where relevant to your role.
- Governor support services.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities.

We are required to share information about individuals in governance roles with the Department for Education (DfE), under: section 538 of the Education Act 1996

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

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

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention.

Storing governance information

We will retain your information in accordance with our retention schedule. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

We may also retain some information for historical and archiving purposes in accordance with our retention schedule.

Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact Mrs Kyleah Widdicombe, School Business Manager on office@gorringepark.merton.sch.uk or on 0208 648 1451.

Your rights include

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'.
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

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 raise a concern with ICO

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the How Government uses your data section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs Kyleah Widdicombe, School Business Manager on office@gorringepark.merton.sch.uk or on 0208 648 1451

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact Mrs Kyleah Widdicombe, School Business Manager on office@gorringepark.merton.sch.uk or on 0208 648 1451

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113 Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form.

Last Updated

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed [Review Date]

Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs Kyleah Widdicombe, School Business Manager at office@gorringepark.merton.sch.uk or via 0208 648 1451

How government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authority-maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (DfE) 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

Data collection requirements

To find out more about the requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to https://www.gov.uk/government/news/national-database-of-governors

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in account 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 for Education (DfE) unless the law allows it.

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) 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