



Privacy Notice for Governors How we use your information

2024-2025

Who are we?

Radford Semele C of E Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Radford Semele C of E Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: **ZA 365273**

You can contact the school as the Data Controller in writing at:

Radford Semele C of E Primary
School Lane
Radford Semele
Leamington Spa
CV31 1TQ

or admin3152@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our staff.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about Governors?

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

- Personal information such as name, any former names, address, date of birth, nationality, telephone and email contact details;
- Records of Business Interests;



- Disclosure and Barring Service Certificate number and start date;
- Self assessment skills audit;
- Personal profiles provided for school website;
- Governance details, for example, role, start and end dates of role.

For what purposes do we use personal information?

The personal data the school collects and processes about governors is essential in order for the school to fulfil their official functions and meet their legal responsibilities.

We use Governor data to:

- Fulfill statutory obligations placed on the school;
- Communicate relevant information to individuals, other members of the Governing Body or the Governing Body as a whole for the purpose of Governors carrying out their roles and responsibilities as a Governor.

Collecting Governor information

We collect information during the Governor appointment process and during the term of governorship as appropriate.

Whilst the majority of Governor information provided to us by Governors 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 Governor information to us or if you have a choice in this.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information and these are as follows:

1) To comply with the law

We collect and use general purpose staff information in order to meet certain legal requirements and legal obligations placed upon the school by UK law. We therefore have the right to process your personal information for such purposes without the need to obtain your consent.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information is processed in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.



Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

4) To perform a public task

It is a day-to-day function of the school to ensure that Governors receive the training and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that Local Governing Bodies are properly supported and able to fulfil their role and responsibilities.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject;
- 2) Necessary for carrying out obligations and exercising specific rights in relation to employment and social security and social protection law;
- 3) Vital interests;
- 4) Not for profit bodies;
- 5) Processing relates to personal data which is manifestly made public by the data subject;
- 6) Necessary for establishing, exercising or defending legal claims;
- 7) Necessary for reasons of substantial public interest, with a basis in law;
- 8) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health, with a basis in law;
- 9) Necessary for archiving, historical research or statistical purposes, with a basis in law.

The lawful reasons for each type of sensitive category personal information that we process is set out in the tables attached.

Who might we share your information with?

We routinely share Governor information with:

- The Local Authority – the school is required to share information about governors and their roles on the school's governing body with the Local Authority;
- The Department for Education (DfE) – the DfE collects personal data from educational providers and local authorities. The school is required to share information about individuals in governance roles with the DfE under section 538 of the Education Act 1996;
- Other Governors or the Full Governing Body.

We do not share information about our Governors unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

What do we do with your information?

All personal information is held securely in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal



information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

We do not transfer data outside the European Economic Area (EEA).

What are your rights with respect of your personal information?

Under data protection law, Governors have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to.**

You also have the right to:

- Restrict our processing of personal data, for example, permitting its storage, but no further processing;
- 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, 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 the DfE, please see the How Government uses governor data section of this privacy notice.

Withdrawal of consent and the right to lodge a complaint

Where the school is processing governor personal data with their consent, governors have the right to withdraw that consent. If a governor changes their mind about giving consent for the processing of their personal data, they should contact us at:



Radford Semele C of E Primary
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or admin3152@welearn365.com

How Government uses governor data

The data that the school lawfully shares with the DfE via GIAS will:

- Increase the transparency of governance arrangements;
- Enable Local Authority maintained schools and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context;
- Allow the 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.

To find out more about the requirements placed on school by the 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 DfE and education establishment users with a 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 DfE unless the law allows it.

Under the Data Protection Act 2018, governors are entitled to ask the DfE:

- If they are processing personal data;
- For a description of the personal data they hold;
- The reasons they are holding the data and any recipient it may be disclosed to;
- For a copy of the personal data and any details of its source.

If a governor would like to see the personal data held about them by the DfE, they should make a Subject Access Request. Further information about how to do this can be found within the DfE's personal information charter that is published at the link below:

<https://www.gov.uk/organisations/departments-for-education/about/personal-information-charter>

The DfE can be contacted at: <https://www.gov.uk/contact-dfe>

Contact

If any member of staff would like to discuss anything contained in this Privacy Notice for Staff, please email admin3152@welearn365.com.

Review

The content of this Privacy Notice will be reviewed in June 2025.



Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Name	Companies Act 2006 & Academies Act 2010		Companies House DfE	Statutory Requirement
Address	Companies Act 2006 & Academies Act 2010		Companies House DfE	Statutory Requirement
Date of Birth	Companies Act 2006 & Academies Act 2010		Companies House DfE	Statutory Requirement
Nationality	Companies Act 2006 & Academies Act 2010		Companies House DfE	Statutory Requirement
Occupation	Companies Act 2006		Companies House	Statutory Requirement
Register of School Governor's Business Interests – including governance roles in any other educational institutions.	School and Early Years Finance (England) (No. 2) Regulations 2018, Paragraph 15 to Schedule 5	Local Authority	Statutory Requirement	
DBS Number	School Governance (Constitution) (England) Regulations 2012, Regulation 16A	Local Authority	Public Task	

Table 2 – Personal information we are required to process as it is necessary to protect someone's vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical Information	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	Medical staff i.e. paramedics / ambulance	Vital Interest
Religious Belief	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	Medical staff i.e. paramedics / ambulance	Vital Interest



Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Personal Profile	Published on school website	Consent of individual	
Photograph	Photo could be shared in the school newsletter, on the school website, with trusted media outlets.	Consent of individual	
Postcode	DfE	Legal Obligation - s.538, Education Act 1996	
Date of birth	DfE	Legal Obligation - s.538, Education Act 1996	
Previous Names	DfE	Legal Obligation - s.538, Education Act 1996	
Phone Number		Consent of individual	

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Third Parties with whom we share the information	Lawful reason for sharing
Full Name – including title.	Local Authority and other Governing Body Members Published on website	Public Task (to comply with statutory guidance)
	DfE	Legal Obligation - s.538, Education Act 1996
Email Address	Other governors and members of staff.	Public Task (to establish email address on secure server)
Date of Appointment	Published on website	Public task (to comply with statutory guidance)
	DfE	Legal Obligation - s.538, Education Act 1996
Term of Office	Published on website	Public task (to comply with statutory guidance)
	DfE	Legal Obligation - s.538, Education Act 1996
Record of Material Interests that Arise from Relationships Between Governors and Relationships Between Governors and School staff; e.g. spouses, partners, close relatives.	Published on website	
Attendance at Meetings	Published on website	Public Task (to comply with statutory guidance)
Skills Audit	School governing body Members of staff	Public Task (to comply with statutory guidance)