



Farnborough Road Infant School

“Learning, Caring and Achieving Together”

Privacy Notice for Governors – how we collect, store and share staff information

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data relating to your role as a Governor.

We, Farnborough Road Infant School, are the ‘data controller’ for the purposes of data protection law. Our Data Protection Officer is **Nick Holden** from Nexus Protect (see ‘Contact us’ below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Attendance information

Why we collect, hold and share this information?

- Comply with statutory requirements for the Local Authority and DfE
- Personal information (such as name, address, ID documents for the purpose of DBS processing)

The lawful basis on which we use this information

We collect and use Governor personal information to comply with a statutory requirement on schools to provide information to the DfE on Edubase and the Local Authority as well as for our website.

Collecting Governor 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 the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing Governor data

Governor data is retained in accordance with the School’s Data Protection Policy and associated Records Retention

Schedule.

Who we share Governor information with

We routinely share staff information with:

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

Why we share Governor information

We do not share information about our Governors with anyone without consent unless the law and our policies allow us to do so. We share Governor data with the Department for Education (DfE) on a statutory basis. To find out more about the data collection requirements placed on us by the Department for Education go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to Governor information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the Department's data sharing process, please visit:

<https://www.gov.uk/dataprotection-how-we-collect-and-share-research-data>. To contact the DfE:
<https://www.gov.uk/contact-dfe>

Your rights

How to access personal information we hold about you

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

If you would like to make a request, please contact our Data Protection Officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

- **Nick Holden** at DPO.fris@schools.sefton.gov.uk

The policy will be reviewed regularly.

Updated June 2024

Signed _____ **Date** _____ **Headteacher**

Signed _____ **Date** _____ **Chair of Governors**