



November 2024

Privacy Notice for Governors and Volunteers

Under data protection law, individuals have a right to be informed about how the academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the academy in a voluntary capacity, including Academy Governors.

We, St John's (CE) Primary Academy, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tim Pinto (see 'Contact' below).

In some cases, personal data processing will be outsourced to a third-party; however, this will only be done with your consent, unless the law or our policies allow the academy to share the personal data. Where the academy outsources data to a third-party processor, the same data protection standards that the academy upholds are imposed on the processor.

We, St John's (CE) Primary Academy, are the 'data controller' for the purposes of data protection law.

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, address, date of birth, gender, contact details and postcode)
- governance details (such as role, start and end dates and governor ID)
- details of governor training booked and attended
- photograph and background information
- vetting information
- declaration of Interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability, health and access requirements

Why we collect and use governance information

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

We collect and use governance information, for the following purposes:

- a) to meet the statutory duties placed upon us

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- b) maintain a governor database
 - c) contact governors regarding statutory changes in legislation and details of training opportunities
 - d) plan future training requirements

The lawful basis on which we process information

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

- for the purpose **a)** named above in accordance with the legal basis of **Legal Obligation**
- carry out a task in the public interest
- where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

Less commonly, the academy may also use personal data where:

- you have given us consent to use it in a certain way
- the academy needs to protect your vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using personal information overlap, and there may be several grounds which justify the academy's use of your data.

Collecting governance information

Governance roles data is essential for the academy's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK-GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing governance information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact admin@stjohnsacademyclifton.co.uk

Once a governor's term of office has ended, the academy will retain this file and delete the information in accordance with our data retention policy.

Who we share governance information with

We routinely share this information with:

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

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about you with:

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as Governor/Volunteer support
- Professional advisers and consultants
- Police forces, courts
- NHS / Public Health Agencies - *Personal data of employees, parents or visitors to the academy may be shared with NHS / Public Health Agencies in the event of a serious medical or health incident.*

Why we share governance information

We do not share information about individuals in governance roles or volunteers with anyone without consent unless the law and our policies allow us to do so.

Local Authority

We are required to share information about individuals in governance roles with our local authority (LA) to meet our legal obligations to share certain information with it, such as Governor details.

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 the requirements set out in the [Academies Financial Handbook](#)

All data is entered manually on the GIAS system 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 'How Government uses your data' section.

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 the academy office at admin@stjohnsacademyclifton.co.uk / academy Data Protection Officer, Tim Pinto, at tpinto@esafetyoffice.co.uk.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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 (ICO) at <https://ico.org.uk/concerns/>

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 admin@stjohnsacademyclifton.co.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 22.11.2024.

Contact

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

- Mrs Rebecca Townsend, Interim Principal, Data Controller, or
- Tim Pinto, Data Protection Officer (contacts as above)

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>