

## Calthwaite C of E School Privacy Notice for Governors

### Privacy Notice (How we use governance information)

#### The categories of governance information that we process include:

- personal information like name, date of birth, gender identity, contact details including address and postcode;
- financial or business information like a governor's outside financial or business interests, or bank details for expense payments;
- Special categories of data like criminal conviction or social care action information for legal and safeguarding reasons, next of kin and medical information (if they accompany trips), and characteristics information like gender identity or religion.
- governance details like their role, start and end dates and governor ID.

#### Why we collect and use this information

We are a maintained school and have a legal duty under section 538 of the Education Act 1996 to provide governance information to the Get Information About Schools (GIAS) scheme online.

We also use governor data to:

- d) comply with the law and keep governors safe;
- e) recruit appropriately; and
- f) enable individuals to be paid expenses.

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

- 6(1)(b) to enter into or carry out a contract e.g. to appoint governors, include them in services we buy like access to online subscriptions we hold, or to accompany trips.
- 6(1)(c) to comply with the law e.g. pre-appointment criminal record checks, publishing information on our school website and submitting data to GIAS.
- 6(1)(a) having consent e.g. to use images and names in publicity.

When we process sensitive personal data like medical information we mainly rely on the lawful basis:

- 9(2)(a) having consent e.g. for referral to occupational health or other support services.
- 9(2)(i) to improve public health e.g. we are required to report infections, like meningitis, Covid-19 or e-Coli, to local and national government departments;
- 9(2)(f) to defend a legal claim against us e.g. all accident records etc.

This list is not exhaustive. For more information about the categories of information we process please see [https://www.calthwaite.cumbria.sch.uk/uploads/205/Data Protection Policy 2020 calthwaite.pdf.html](https://www.calthwaite.cumbria.sch.uk/uploads/205/Data%20Protection%20Policy%202020%20calthwaite.pdf.html)

#### Collecting governance information

We collect personal information via prospective governor application forms, the local authority and Carlisle Diocese.

Most of the information we ask for is required by law or necessary so we can run the school effectively and some of it is voluntary. To comply with data protection legislation, if you have a choice about providing information, we will tell you when we ask for it.

#### Storing governance information

We hold governor data securely in line with the Information and Records Management Society (IRMS) Records Management Toolkit for Schools (Rev 2019).

Covid-19 specific data e.g. *some* visitor records, will normally be retained for only 21 days. For more information on our data retention schedule and how we keep your data safe, please visit [https://www.calthwaite.cumbria.sch.uk/uploads/205/Data\\_Protection\\_Policy\\_2020\\_calthwaite.pdf.html](https://www.calthwaite.cumbria.sch.uk/uploads/205/Data_Protection_Policy_2020_calthwaite.pdf.html)

## Who we share governance information with and why

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

We routinely share governor information with:

- our financial services provider to pay expenses;
- Public Health England and, to support Covid-19 testing and tracing (or any similar public health emergency action), partners like the NHS, Local Authority Public Health and District Council Environmental Health Departments;
- other organisations like the places we take children to on trips (who might need more personal information like next of kin and medical needs if governors accompany them), third party service providers like online subscriptions they can log into or training providers.
- Carlisle Diocese.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. The law requires us to share information with the DfE about our governors for the purpose of those data collections, under [section 538 of the Education Act 1996](#).

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current 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 Mrs Dawn Medling.

You also have the right to:

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

For more information on how to request access to personal information held centrally by the DfE, please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent and the right to lodge a complaint

If we are only processing your personal data because you consented, 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 Dawn Medling.

## 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 23<sup>rd</sup> September 2020.

## Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs Dawn Medling, Calthwaite C of E School, Calthwaite, Penrith, CA11 9QT.

## How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

## Data collection requirements

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>.

## Sharing by the Department

The Department may share information about governors with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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 securely store and handle the data.

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

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

[www.gov.uk/government/organisations/department-for-education/about/personal-information-charter](http://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter)

To contact the department: [www.gov.uk/contact-dfe](http://www.gov.uk/contact-dfe).

## Calthwaite C of E School Privacy Notice for Visitors

### Privacy Notice (How we use visitors' information)

The categories of visitor information we process include:

- Personal information like your name, employer (if relevant to why you're here), and some location or other data e.g. the date & time you were here and your car registration if you're in our car park).
- Special categories of data like a disability we need to accommodate or positive Covid-19 result.

We use this data to comply with the law, for safety and security reasons, but also to understand who visits us, why, and improve the visitor experience.

If you visit us during the coronavirus (COVID-19) pandemic we will also ask for your contact telephone number and the names of individuals or groups you met with here face-to-face *for more than 15 minutes* because the law requires us to for the good of public health.

We will keep this information for 21 days and we will give it to any authorised UK national or local Test and Trace Service if they ask. After 21 days, the data held will be disposed of securely.

This does not affect your statutory data protection rights.

If you want to know more or have concerns

[https://www.calthwaite.cumbria.sch.uk/uploads/205/Data\\_Protection\\_Policy\\_2020\\_calthwaite.pdf.html](https://www.calthwaite.cumbria.sch.uk/uploads/205/Data_Protection_Policy_2020_calthwaite.pdf.html)

or contact Mrs Dawn Medling on [admin@calthwaite.cumbria.sch.uk](mailto:admin@calthwaite.cumbria.sch.uk) or 01768 885277. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

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