



Privacy Notice (How we use information about Governors and Volunteers - GIAS)

Belle Vue Primary & Nursery School collects and processes personal data relating to Governors and Volunteers who are engaged to work with us. Belle Vue Primary & Nursery School is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations. This privacy notice will inform you about why Belle Vue collects and processes a range of information about you.

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

- personal information (such as name, address and contact details, where appropriate details of your bank, national insurance number, information about your marital status, next of kin, dependants and emergency contacts)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- information about your engagement with us (such as start dates, terms and conditions of your engagement, your role as a Governor/Volunteer, hours engaged, activities you have engaged with)
- qualifications (such as skills and experience, where relevant)
- Information about your criminal record.
- details of any disciplinary or grievance procedures in which you have been involved (such as any warnings issued to you and related correspondence)
- information about medical or health conditions (such as whether or not you have a disability for which the organisation needs to make reasonable adjustments)
- Relationship to a person connected to the school (if any).
- Photo image for use with InVentry visitor management software system,

Belle Vue collects this information in a variety of ways. For example, data might be collected through a Governor/Volunteer application form; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during your engagement; from correspondence with you; or through meetings or other interaction with you.

In some cases, Belle Vue may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

Why we collect and use this information

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

We collect and use governor and volunteer information, for the following purposes

- enable the development of a comprehensive picture of who is operating within the school and how everyone is deployed
- ensure we meet statutory requirements in terms of our Governing body.
- maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency).
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace.
- operate and keep a record of performance and related processes, to undertake skills analysis, and for succession planning and management purposes.

- to ensure that we comply with duties in relation to individuals with disabilities and meet our obligations under health and safety law.
- respond to and defend against legal claims
- maintain and promote equality in the workplace.
- To ensure Safeguarding requirements are met.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out obligations under Health and Safety and Disability Discrimination Act (such as those in relation to Governors/Volunteers with disabilities).

The lawful basis on which we process this information

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

6.1(c) Processing is necessary for compliance with a legal obligation to which the controller is subject

For example: The Health and Safety at Work Act, Equality Act 2010, The Disability Discrimination Act.

6.1(e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

For example: Working together to Safeguard Children Guidelines (DfE). The School Governance (Constitution)(England) Regulations 2012 or the School Governance (Federations)(England) Regulations 2012.

- for the purpose **a)** named above in accordance with the legal basis of **Legal Obligation**

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) and academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

- conditions of [GDPR - Article 9](#)
 1. Processing of personal data revealing 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 shall be prohibited.
 2. Paragraph 1 shall not apply if one of the following applies:
 - a) The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
 - b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

- c) Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
 - d) Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;
 - e) Processing relates to personal data which are manifestly made public by the data subject;
 - f) Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
 - g) Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
 - h) Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;
 - i) Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;
 - j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
3. Personal data referred to in paragraph 1 may be processed for the purposes referred to in point of paragraph 2 when those data are processed by or under the responsibility of a professional subject to the obligation of professional secrecy under Union or Member State law or rules established by national competent bodies or by another person also subject to an obligation of secrecy under Union or Member State law or rules established by national competent bodies.
4. Member States may maintain or introduce further conditions, including limitations, with regard to the processing of genetic data, biometric data or data concerning health.

Collecting governor/volunteer information

We collect personal information via:

- Governor/Volunteer contact forms
- GovernorHub

Governor/Volunteer data is essential for the school'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 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 this information

We hold your data for the set amount of time shown in our data retention schedule whilst you are connected to Belle Vue. For more information on our data retention schedule and how we keep your data safe, see the Information Management Toolkit for Schools (hard copy in school). Data will be stored in a range of different places, including a file relating to your engagement, in the organisation's Single Central Register and in other IT systems (including the organisation's email system) which have appropriate security features enabled.

Who we share governor information with

Your information may be shared internally, including with senior staff whom you report to or who have supervisory/management responsibilities for you and business support and IT staff if access to the data is necessary for performance of your activities.

Belle Vue routinely shares this information with:

- our local authority
- the Department for Education (DfE)
- Governors will be named on our website along with the role/responsibility and attendance at meetings. Any declaration of business interest will be included too.

Local authority

We are required to share information about our governors with our local authority (LA) under: School Governance (Constitution) (England) Regulation 2012
School Governance (Roles, Procedures & Allowances) (England) Regulation 2013

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department for Education (DfE) 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 [government security policy framework](#).

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

Why we share information

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

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

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- the Department for Education
- your family or representatives

- educators and examining bodies
- our regulator, Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- financial organisations
- central and local government
- our auditors
- survey and research organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies

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 Head Teacher and/or

YourIG Data Protection Officer Service

Dudley MBC, 3-5 St James's Road, Dudley, DY1 1HZ

Email: information.governance@dudley.gov.uk tel: 01384 815607

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 at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by 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 The Head Teacher at Belle Vue Primary.

Further information

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

YourIG Data Protection Officer Service
Dudley MBC, 3-5 St James's Road, Dudley, DY1 1HZ
Email: information.governance@dudley.gov.uk tel: 01384 815607

How Government uses your data

The governor data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department 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 including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-ofgovernors>

Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff 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, unless the law allows it.

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:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-informationcharter>

To contact DfE: <https://www.gov.uk/contact-dfe>