St John's C of E Primary School Privacy Notice for Governors

We, St John's Primary School, are a Data Controller under the UK General Data Protection Regulation, which means that we need to provide you with information about how we use your personal data.

What we collect

We hold personal data such as:

- Name, data of birth, contact details and address
- Governance details (such as role, start and end dates and governor id)
- Training records
- Disability

Why we use it

We use your data to:

- Fulfil legal duties
- Communicate school/trust business
- Organise governance training

Legal basis

We process your data under:

- **UK GDPR Article 6(c)** – Legal obligation, under section 538 of the Education Act 1996
- **UK GDPR Article 6(e)** – Public task, to enable the running of the school
- **UK GDPR Article 9(g)** – Substantial public interest (for special category data)

Collecting governance information

We collect your personal data through our interactions with you and governor contact forms. This data is essential for the school's operational use. The majority of the information you provide is mandatory, but some may be requested on a voluntary basis. To comply with the

law, we will inform you at the point of collection whether you are required to provide information or whether you have a choice.

Storing governance information

We retain data only as long as necessary for legal, regulatory, and operational purposes. For more information, please request to see our data retention schedule.

Who we share governance information with

We may share your data with:

- Department for Education (DfE)
- Local Authorities (e.g. Somerset LA)
- Other authorised parties as required

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

We share data with the DfE under the requirements set out in section 538 of the Education Act 1996.

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

International transfers

We do not routinely store or share personal data outside of the UK or EU/EEA. If data is stored outside these areas, we ensure safeguards like standard contractual clauses are in place.

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 the school and the DfE to identify 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 the role

To find out more about the requirements placed on us 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 (DSI) 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.

To request a copy of the personal data held about you by the DfE, you should make a subject access request (SAR). Further information on how to do this can be found within the DfE's personal information charter:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

or
https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

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

Requesting access to your personal data and your rights

You can request the following from the Trust:

- Access your data
- Correct or delete it
- Restrict or object to its use
- Request electronic transfer
- Complain if your data is misused

To exercise any of these rights, please contact the school or Data Protection Officer (details below).

Contact us

For questions or data requests, contact the school or our Data Protection Officer at dposchools@somerset.gov.uk

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