



ALVERSTOKE INFANT SCHOOL PRIVACY NOTICE

(How we use personal information on Get Information about Schools (GIAS))

Alverstone Infant School is the data controller for the use of governors' personal information on GIAS in this privacy notice.

Why we collect and use governor information

The personal data is required for the school to fulfil their official functions and meet legal requirements. The personal data collected is:

- Contact details (such as name, address, telephone number, e-mail address and emergency contact information)
- Date of birth
- Governor details (eg. start and end dates, type of governor, appointed by, term, committees, responsibilities (eg. Vice-chair) and governor ID)
- Business and other interests (eg. business and pecuniary interests, relationships with members of school staff, governor roles at any other schools)
- Attendance record (eg. at governing body and committee meetings)
- Criminal records certificate

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

- To meet the statutory duties placed upon us, eg. duty to provide information to other organisations.
- The administration of the governing body, eg. governor elections, appointing governors, skills audit, arranging or providing training and development

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

- It is necessary to comply with a legal obligation, eg. all maintained school governing bodies have a legal duty to provide governance information to the DfE and the Local Authority, as well as being required to publish on their website information about their governors and apply for enhanced criminal records certificates.
- It is necessary for the performance of a public task carried out in the public interest, eg. maintained schools have a discretionary power to pay governors' allowances.

In addition, concerning any special category data:

- where the data subject has given explicit consent to the processing of personal data for one or more specified purposes;
- where processing is necessary for reasons of substantial public interest;

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.

Collecting Governor Information

We collect personal information via an application process (application form, other identification documents and Governorhub).

Governor 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.

Why we may share governor information

We may share your information with the following organisations:

- **DfE** We have a legal duty under section 538 of The Education Act 1996 to provide the DfE with information about our governors. 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
- **Hampshire County Council** We have a legal duty under section 538 of the Education Act 1996 to provide HCC with information about our governors which enables the local authority to comply with its duties, eg. to provide training.

Storing Governor Information

We hold data securely for the set amount of time shown in our data retention schedule. (Hampshire Schools Records Retention Schedule)

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.

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 Data Protection Officer on 02392 582403 or visit the school office.

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/>

Next review: Autumn 2023