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# PRIVACY NOTICE – GOVERNORS

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PILGRIM  
**PATHWAYS**  
SCHOOL

<b>Approved by:</b>	Management Committee	<b>Date approved:</b>	1 <sup>st</sup> February 2019
<b>Date reviewed:</b>	February 2019	<b>Next review due by:</b>	February 2022
<b>Policy Lead:</b>	Leah Miller, Headteacher	<b>Ownership:</b>	Pilgrim PRU Management Committee

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## Privacy Notice (How we use personal information on Get Information About Schools - GIAS)

### 1. The categories of member information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates and governor ID)

### 2. Why we collect and use member information

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

We use school member data to:

- meet the statutory duties placed upon us

### 3. The lawful basis on which we process this information

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

Our school aims to ensure that all personal data collected about members is collected, stored and processed in accordance with [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#).

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

This policy meets the requirements of the GDPR and the expected provisions of the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the [GDPR](#) and the ICO's [code of practice for subject access requests](#).

### 4. Collecting governor information

We collect personal information via:

- declaration of eligibility forms

- Declaration of pecuniary interest form
- Surveys, questionnaires completed during the school year.
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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.

## 5. Storing governor 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 visit <https://thepilgrimpru.co.uk/>. We hold governor application and identity information for the length of their term. This is stored securely both electronically on within a paper file.

## 6. Who we share governor information with

We routinely share this information with:

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

## 7. 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.

### Local authority

We are required to share information about our governors with our local authority (LA) under [section 538 of the Education Act 1996](#)

### 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.

## 8. 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

## 9. 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-of-governors>

**Note:** Some of these personal data items are not publically 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.

## 10. 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

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 or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

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

## 11. Contact

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

The Head Teacher  
The Pilgrim PRU  
Block 19  
Ida Darwin Site  
Fulbourn  
Cambridge  
CB21 5EE  
Tel: 01223 534473