

# Giffards Primary School

Queen Elizabeth Drive Corringham Essex SS17 7TG

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## ‘Valuing Everyone As Learners’

### Giffards Primary School Governor Privacy Notice – how we use personal information on Get Information About Schools (GIAS) among other systems.

Giffards Primary School is committed to protecting the privacy and security of your personal information.

Giffards Primary School is a charitable company limited by guarantee (registration number 08920008) whose registered office is Giffards Primary School Queen Elizabeth Drive Corringham Essex SS17 7TG. The school is the Data Controller.

The Data Protection Officer, DPO, for the school is Mr Richard Betts, who can be contacted via email [dataprotection@giffardsprimary.thurrock.sch.uk](mailto:dataprotection@giffardsprimary.thurrock.sch.uk)

This privacy notice describes how we collect and use personal information about you before, during and after your term/s as governor with us, in accordance with the General Data Protection Regulation (GDPR).

The school is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former governors.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

#### Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- (a) Used lawfully, fairly and in a transparent way.
- (b) Collected only for valid purposes that we have clearly explained to you and not used in anyway that is incompatible with those purposes.
- (c) Relevant to the purposes we have told you about and limited only to those purposes.
- (d) Accurate and kept up to date.
- (e) Kept only as long as necessary for the purposes we have told you about.
- (f) Kept securely.

#### The type of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We will collect, store, and use the following categories of personal information about you where applicable:

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- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details and current address)
- Governance details (such as role, start and end dates and governor ID)
- Photographs

### How is your personal information collected and stored?

We collect personal information about governors via contact forms.

Governance 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.

We hold data securely for the amount of time shown in our data retention schedule. For more information on our data retention schedule please contact the school office.

### How and why we use information about you

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

All academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

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.

### Situations in which we will use your personal info

- The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under the requirements set out in the Academies Financial Handbook

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 of this notice.

- Companies House - where relevant
- Our school has CCTV cameras around the school site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or investigate other issues. CCTV footage involving governors will only be processed to the extent that it is lawful to do so.

### Rights of access, correction, erasure, and restriction

### Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

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## Your rights in connection with personal information

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 Sue Bryant, SBM and Data Protection Lead on [admin@giffardsprimary.thurrock.sch.uk](mailto:admin@giffardsprimary.thurrock.sch.uk) or Mr Richard Betts, DPO, on [dataprotection@giffardsprimary.thurrock.sch.uk](mailto:dataprotection@giffardsprimary.thurrock.sch.uk)

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>

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 Mrs Sue Bryant, SBM and Data Protection Lead on [admin@giffardsprimary.thurrock.sch.uk](mailto:admin@giffardsprimary.thurrock.sch.uk) or Mr Richard Betts, DPO, on [dataprotection@giffardsprimary.thurrock.sch.uk](mailto:dataprotection@giffardsprimary.thurrock.sch.uk)

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

### 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 in May 2021.

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## How Government uses your data

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

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts 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-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.

## 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-information-charter>

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

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