



Privacy Notice for Governors/Trustees and other volunteers

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1. Introduction

Under UK data protection law, individuals have a right to be informed about how Bournemouth School uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals working with the School in a voluntary capacity, including governors/trustees.**

We, Bournemouth School, East Way, Bournemouth, BH8 9PY, are the 'data controller' for the purposes of UK data protection law.

Our Data Protection Officer is Mrs L Domeney (see 'Contact us' below).

2. The personal data we hold

We process data relating to those volunteering at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information (such as name, address, contact details, date of birth, marital status and gender)
- Next of kin and emergency contact numbers

- Identification evidence (copies of passport and birth certificates, visa details and photographs)
- Appointment information (governor type, term of office, responsibilities, right to work documentation, references and 'expression of interest' document with any additional support information including qualifications, employment records and professional memberships)
- DBS certificate number, date of issue, prohibition from teaching and management checks, disqualification from childcare declaration form
- Governor training booked and attended
- Signature specimens/signed mandates for delegated financial authority
- Declaration about business and pecuniary interests
- Records of attendance at governing body and sub-committee meetings
- Records to any disciplinary, complaints and/or grievance procedures or performance issues

Special Categories of more sensitive personal data which consists of any information concerning racial or ethnic origin, political opinions, religious or philosophical beliefs, health, genetic or biometric data and trade union membership. We may collect, use, store and share (when appropriate) information about you that falls into special categories, this includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we use this data

The purpose of processing this data is to support the school to:

- a) Establish and maintain effective governance
- b) Meet statutory obligations for publishing and sharing governors'/trustees' details
- c) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- d) Undertake equalities monitoring
- e) Ensure that appropriate access arrangements can be provided for volunteers who require them
- f) Provide information to emergency personnel in the event of an emergency only
- g) Enable reimbursement for any authorised expenses incurred

3.1 Use of your personal data for marketing purposes

Where you have given us consent to use your personal data to send you marketing information by email promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails at any time by contacting us (see 'Contact us' below).

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling.

If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Under UK data protection law, the legal bases we rely on for processing your personal data for the purposes listed above are as follows:

- For the purposes of **(a, b, c, d, and e)**, in accordance with the ‘public task’ basis; we need to process data to fulfil our statutory duties placed upon us as a school. The relevant legislations and guidance that may apply, but are not limited to, are:
 - [Department for Education \(DfE\) Governance Handbook 2020](#)
 - [s.538 of Education Act 1996](#)
 - [Academies Financial Handbook](#)
 - [Keeping Children Safe in Education \(KCSiE\)](#)
 - [Equality Act 2010](#)
 - [Childcare Act 2006](#)
 - [The Education \(Independent School Standards\) Regulations 2014](#)
 - [Health and Safety at Work etc. Act 1974](#)
- For the purposes of **(g)**, in accordance with the ‘consent’ basis; we will obtain consent from you to use your personal data for a specific purpose
- For the purposes of **(f)**, in accordance with the ‘vital interests’ basis – we will use this personal data to protect you in a life-or-death situation

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

4.1 Our basis for using special category data

For ‘special category’ data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you

- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

6. How we store this data

We maintain a personal information file about you while you are a governor with us. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed

When your relationship with the school has ended, your data will be disposed of in compliance with data protection legislation and in accordance with the record retention, destruction and guidance found in the 'Academies Toolkit' from the Information Records Management Society (*please copy <https://irms.org.uk/page/AcademiesToolkit> into a browser*).

7. Who we share data with

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

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

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority (BCP council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support, our auditors
- Professional advisers and consultants
- Our regulator, Ofsted
- Employment and recruitment agencies
- Health authorities
- Police forces, courts or other law enforcement agencies

7.1 Get Information About Schools (GIAS)

Personal data collected is not solely for use within the GIAS system. All GIAS records are kept up-to-date by our school's DfE Sign-In approver. 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, go to the following address for further information:

<https://www.gov.uk/government/publications/security-policy-framework>

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

7.2 Data collection requirements

GIAS is the Department for Education (DfE) register of educational establishments in England in Wales and is used by themselves and many key partners to contact establishments, update systems, perform analysis and inform policy decisions, some of which may carry funding implications. To find out more about the requirements placed on us by the DfE including the data that we share with them, go to the following address

<https://www.gov.uk/government/news/national-database-of-governors>

Under section 538 of the Education Act 1996 and the Academies Financial Handbook, the Secretary of State requires boards to provide certain details they hold about people involved in governance, as volunteered by individuals via Get Information About Schools (GIAS). It must be noted that not all information collected via GIAS will be published, but all will be held encrypted securely by the department. (*Reference: Governance Handbook 2020, section 4.8, para.85*).

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>

7.4 Transferring data internationally

Should we transfer personal data to a country or territory outside the UK, we will do so in accordance with UK data protection law.

8. Your rights

8.1 How to access the personal information we hold about you

Individuals have a right to make a 'Subject Access Request' to gain access to personal information that the school holds about them.

If you make a Subject Access Request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form
- You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

8.2 Your other rights regarding your data

Under UK data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

9. Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Mrs L Domeney, Compliance Manager, Bournemouth School, East Way, Bournemouth, BH8 9PY
ldomeney@bournemouth-school.org

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1.3	25.10.2022	L Domoney	Annual review – no changes
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Approvals

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The latest version of this policy may be accessed through our website – Yes