



Privacy Notice

Version	Author	Policy approved by	Approval date	Review date	Changes made?
V1	Information Governance Team	Information Governance Team	15.06.2018	1.09.2019	No Changes
V2	IG Team	IG Team	01.09.2019	01.09.2020	No Changes
V3	IG Team	IG Team	23.09.2020	01.09.2021	Updated changes regarding Consent
V4	IG Team	IG Team	10.11.2021	01.09.2022	Formatting changes; removal of introductory section
V5	IG Team	IG Team	01.11.2022	01.09.24	Collect; Categories; Store; Share

How we use Trustee, Member and Governor Information

We collect your information to:

- enable you to serve as a Trustee, Member or Governor
- comply with our statutory safeguarding obligations
- deliver appropriate training
- effectively manage the school
- fulfil statutory reporting to the Department for Education

The categories of school information that we process include

- Personal information (such as name, preferred title, date of birth, address, email address, telephone numbers, information about business and pecuniary interests)
- Characteristics information (such as gender, age, ethnic group, nationality, copies of right to work documentation, DBS details)
- Disability and access requirements

Why we collect and use Trustee, Member and Governor information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Processing is necessary to comply with the legal obligations of the controller.
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way.
- We need to protect the vital interests of the individual (or someone else's interests).

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how to withdraw it.

Collecting Trustee, Member and Governor information

We collect personal information via individual Trustees, Members and Governors.

Trustee / Member / 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 is 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.

Storing Trustee, Member and Governor information

Any information about a Trustee, Member or Governing Board member is kept secure and is only used for purposes directly relevant to your term as a Trustee, Member or Governor at the school. Once your term(s) of office with us has ended, we will retain this file and delete the information in it in accordance with our retention policy.

For more information on our data retention schedule and how we keep your data safe, please contact Mrs Farnsworth, School Business Manager.

Whom we share Trustee, Member and Governor information with

We routinely share information with appropriate third parties, including:

- the Department for Education (DfE), to meet our legal obligations to share certain information with it
- Companies House, to meet our legal obligations as an academy
- the ESFA, to meet our legal obligations as an academy

- Stockport MBC, to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Disclosure and Barring Service (DBS), to meet our legal obligations to share certain information with it
- Police forces, courts, tribunals
- Ofsted, to meet our legal obligations to share certain information with it
- Strictly Education, to enable them to provide the HR and Payroll services we have contracted them for
- Haines Watts, to enable them to provide the Accountancy services we have contracted them for
- Teachers2Parents, to enable them to provide the email- and text-messaging services we have contracted them for
- H Tempest Ltd, to enable them to provide the services we have contracted them for ie photographs for our staff/Governor ID badges, school photo board and website
- The Trust Governor, to enable them to provide the secure platform we have contracted them for
- GOVAS, to enable them to provide the Governor support services we have contracted them for
- NGA, to enable them to provide the Governor support services we have contracted them for
- Hi Impact who provide our school website, to meet our legal obligations to publish information about Trustees, Members and Governors
- InVentry, who provide our entry and exit system

Why we share Trustee, Member and Governor information

We do not share information about our Trustees, Members and Governors with anyone without consent unless the law and our policies allow us to do so.

Department for Education

We share personal data with the Department for Education (DfE) on a statutory basis. Under s.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, and the information kept up to date.

Data collection requirements

The DfE collects and processes personal data relating to those governing schools (including single and multi academy trusts (MATs)) and all schools are required to ensure they keep their governors details up to date under s.538 of the Education Act 1996, and the Academies Financial Handbook.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censusesfor-schools>

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 please contact Mrs Farnsworth, School Business Manager, to make a request or alternatively you can view our Data Subject Rights Policy at <https://www.hursthead-jun.stockport.sch.uk/data-protection-gdpr>

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we

request 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact Mrs Farnsworth, School Business Manager.

Our Data Protection Officer, Karen Lane, may be contacted on 0161 474 4299 or IG-SchoolSupport@stockport.gov.uk or 0161 474 4299.

This notice is based on the Stockport MBC model privacy notice for Governors amended to reflect the way we use data in this school.