Privacy notice GIAS – Governors

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

Get Information about School's (GIAS) is a digital service operated by the Department for Education (DfE). As the department's official repository and 'source of truth' for schools and colleges, this service enables users to a) find information about education establishments within England and Wales; and b) allows establishments to update their details. For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of GIAS.

This privacy policy sets out they collect and process your personal data for the GIAS digital service. This policy applies to all users of the GIAS digital service ('you').

How we will use your information

As part of GIAS we receive your personal data from school establishments. DfE processes your data to compile and maintain the official register of educational establishments in England and Wales for internal use and as a source of reference by the education sector and general public.

The nature of your personal data we will be using

We may use the following personal information for GIAS:

- Headteacher, Senior Leaders and governance roles name and contact details
- authorised and public user's internet protocol address (IP)

Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition(s) that we are meeting are as set out in Article 6(1)(e) of the UK GPDR in that processing of your information is necessary for the exercise of the function of the department.

Where your data is stored

The DfE holds and processes personal information within the United Kingdom (UK) and under contracted services, within the European Economic Area (EEA). Where we process your information outside of the UK, we ensure that our service providers take appropriate security measures to protect your personal information in line with our policies and legal requirements.

How long we will keep your personal data

We will only keep your personal data for as long as we need it for the purpose(s) of this piece of work, after which point it will be securely destroyed. Please note that, under data protection legislation, and in compliance with the relevant data processing conditions, personal data can be kept for longer periods of time when processed purely for archiving purposes in the public interest, scientific or historical research, and statistical purposes. Non-public personal data is subject to a 6 year retention policy and is then reviewed annually.

Sharing your personal information with others

We may share information we hold about you with certain organisations where the law allows it, or if we have a legal obligation to do so. We may share information with other organisations, including the following:

- national and local agencies who look after children
- local authorities
- professionals who work in early years, schools and further and higher education institutions, children's services and health services
- other government departments and related public-sector bodies
- research institutions
- organisations contracted with us and/or by the above organisations to undertake work for them, requiring them to manage your information.

There may be some circumstances where we will need to share information about you with others without your consent. For example, this might be to prevent or detect a crime, or to comply with our obligations under safeguarding laws. In all cases, we will comply with all information handling legislation including the Data Protection Act 2018.

Your data protection rights when DfE uses your personal information

Under data protection law, you have rights depending on our reason for processing your personal information. More information about how the DfE handles personal information is published here:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter (opens in new tab)

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a subject access request (SAR). To make a SAR, you should complete the contact the Department for Education form (opens in new tab). Use the 'question' option and then select 'something else'.

To find out what personal information we hold about you for GIAS, or to exercise any of your rights you can contact by using the data collections service request form which can be accessed via our contact page.

If you need to contact us regarding any of the above, please do so via our data collections service request form which can be accessed via our contact page. For the Data Protection Officer (DPO) please mark it for the attention of the DPO.

The Information Commissioner's Office (ICO) website provides information about your data protection rights. Read more here (opens in new tab).

Selly Oak Trust School – Governors

The categories of governance 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)

Why we collect and use governance information

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

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

to meet the statutory duties placed upon us

All local authority maintained school governing bodies, under section 538 of the Education Act 1996 and academy trusts, under the Academies Financial Handbook academy trust handbook have a legal duty to provide the governance information as detailed above.

Collecting governance information

We collect personal information via

- Induction information – name, address ,contact number , governor contact form
- Via DBS online service – Name address date of birth NI number information is destroyed after use – Single Central Record is held securely (password protected)
- Contact information is held securely – password protected

Governance roles 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 UK-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.

Who we share governance information with

We routinely share this information with:

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

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.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under:

We are required to share information about our governance roles with the Department for Education (DfE) under section 538 of the Education Act 1996

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 **Sarah Simmons Data Protection Officer- sarah.simmons@sellyoak.bham.sch.uk**

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not 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 (ICO) at Information Commissioner's Office.

For further information on how to request access to personal information held centrally by the Department for Education (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

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

Contact

If you would like to discuss anything in this privacy notice, please contact: **Sarah Simmons Data Protection Officer- sarah.simmons@sellyoak.bham.sch.uk**