

WEATHERHEAD HIGH SCHOOL & PENINSULA MULTI ACADEMY TRUST

Privacy notice for Governors and Trustees (including how we use personal information on Get Information about Schools (GIAS))

Under data protection law, individuals have a right to be informed about how the 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.

The privacy notice explains how we collect, store and use personal data about individuals working with the school in a voluntary capacity, including Governors and Trustees.

We, Weatherhead High School are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Mrs N Rogers, Deputy Headteacher (see 'Contact us' below).

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, former name, contact details, address and postcode)
- national insurance number
- occupation and employment details
- governance details (such as role, start and end dates and governor ID)
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- self-declaration information regarding suitability to be a Governor including criminal records, financial history (such as bankruptcy orders), disqualification orders or fines (Trustees)
- details of DBS applications and certificate clearance
- nationality and Country of Residence (Trustees)
- disability and access requirements

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
- establish and maintain effective governance
- facilitate safe recruitment, as part of our safeguarding obligations towards students
- undertake equalities monitoring
- ensure that appropriate access arrangements can be provided for volunteers who require them

Under the UK General Data Protection Regulation (GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are:

- for the purpose **a)** named above in accordance with the legal basis of **Legal Obligation**
- for the purpose **b)** to carry out a task in the public interest

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

In addition, concerning any special category data:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Collecting governance information

We collect personal information via:

- governor contact forms
- identification documents
- the DBS application process
- business and pecuniary interest forms

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 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 governance information

We maintain a file to store personal information about all Governors, Trustees and Volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school or trust.

When your relationship with the school or trust has ended, we will retain and dispose of your personal information in accordance with our Data Protection Policy and Records Management Policy.

A copy of these policies may be found on the school's website www.weatherheadhigh.co.uk, About us, Policies & Procedures.

Who we share governance information 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 data protection law) we may share personal information about you with:

- *Local and Central Government departments or agencies – to meet our legal obligations to share information about governors/trustees*
- *Companies House - to meet our legal obligations to share information about trustees and members*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support and professional guidance, safeguarding training e.g. Hays Online Training*
- *Professional advisers and consultants e.g. The Key, The School Bus and National Governance Association to support professional training and guidance*
- *Police forces, courts*

Why we share governance information

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

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:

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.

Use of your personal information for marketing purposes

Where you have given us consent to do so, the school or trust may send you marketing information by e-mail or text promoting school or trust, events, campaigns, charitable causes or services that may be of interest to you. Aside from any information which you receive in connection with your capacity as Governor or Trustee you may choose to withdraw your consent at any time by contacting our Data Protection Officer.

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 our Data Protection Officer, Mrs N Rogers, Deputy Headteacher (see contact us section).

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.

You also have the right to:

- 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
- object to the use of your personal data if it would cause, or is causing, damage or distress
- claim compensation for damages caused by a breach of the data protection regulations

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

For further information on how to request access to personal information held centrally by the DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent

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 our Data Protection Officer, Mrs N Rogers.

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

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 N Rogers, Deputy Headteacher

In writing:
Weatherhead High School
Breck Road
Wallasey
CH44 3NS

By telephone: 0151 631 4400

By email: DPO@weatherheadhigh.co.uk

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 September 2021.

How government uses your data

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

- increase the transparency of governance arrangements
- enable maintained schools, academies, academy trusts and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow 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 DfE including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised DfE and education establishment users with a DfE Sign-in account 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 (SAR). 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>.