



# St Paul's Catholic Primary School

## Privacy Notice

### How we use Governor Information

**Mission:**

*Our pupils and all members of our school community encompass, celebrate and live our values by:  
**Journeying together, The St Paul's Way.***

**Our Vision**

*An exceptional community where acceptance, compassion and diversity is valued. We will encourage and inspire our children to serve God for the good of all, to excel in their learning and be resilient and caring. Our community will recognise, celebrate and protect God's gift of the world through the provision of a creative, relevant and ambitious curriculum which enables our children to be confident and prepared for modern life.*

**Our Values:**

*Respect, Friendship, Perseverance, Honesty, Caring, Thankfulness and Confidence which are rooted in the Gospels of Jesus Christ and we support and encourage those values which form our modern British Society – Democracy, Rule of Law, Individual liberty, mutual respect and tolerance (value) of those of different faiths and beliefs.*

Signed (chair):  <i>C Lawler.</i>	Name:  Carol Lawler	Date:  7/11/23
Signed (Head):	Name:	Date:
Ratified by: Governing Body on: 7th November 2023		Next Review: Autumn 2025

The Data Controller is St Paul's Catholic Primary School  
 The Data Protection Officer is Carole Brown of Integra

## Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices		Date	November 2023
EIA CARRIED OUT BY:	Carol Lawler	EIA APPROVED BY:	Maxine Sewell

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		YES
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		YES
Trans Gender		YES
Marriage and civil partnership		YES
Pregnancy and maternity		YES
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		YES
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		YES
Gender (male, female)		YES
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		YES

Any adverse impacts are explored in a Full Impact Assessment.

The Data Controller is St Paul's Catholic Primary School (The Head Teacher)

The Data Protection Officer is Carol Brown of Integra

This privacy notice has been updated in line with UK GDPR.

## The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and address including postcode)
- governance details (such as role, start and end dates and governor ID and individual governor school email addresses)
- Details that will enable the school to process an enhanced Disclosure and Disbarring (DBS) check and the required Section 128 check

## Why we collect and use governor 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 governor information, for the following purposes to meet the statutory duties placed upon us

Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are for the purpose named above in accordance with the legal basis of **Legal Obligation**

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:

- conditions 2 d of [GDPR - Article 9](#)

## Collecting governor information

We collect personal information via Governor Application Forms, DBS processing for inclusion on the School Management Information System, Pecuniary Interest Forms.

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 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 governor information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please refer to policies on St. Paul's Governors Teams Area –General – lamCompliant - GDPR Policies Folder.

## Who we share governor information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- Clifton Diocese Dept for Schools and Colleges

## Why we share governor information

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

### Local authority

We are required to share information about our governors with our local authority (LA) under the General Data Protection Regulation (GDPR) Article 6

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities.

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

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.

### Clifton Diocese Department for Schools and Colleges

As a Voluntary Aided School under the Trusteeship of Clifton Diocese, we are required to share information about our governors with the Clifton Diocese Department for Schools and Colleges under the General Data Protection Regulation (GDPR) Article 6 and in addition, concerning any special category data, condition 2d of [GDPR - Article 9](#)

## 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 The Headteacher.

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 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 The Headteacher.

## 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 September 2023.

## Contact

If you would like to discuss anything in this privacy notice, please contact The Headteacher or Chair of Governors.

## How Government uses your data

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

- will increase the transparency of governance arrangements

- will enable schools 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>