

## Ladysmith Federation

### Privacy Notice: Members, Governors, Trustees and Clerks

#### 1. What do we collect and why do we need it?

- names
- date of appointment
- term of office
- date they stepped down (where applicable)
- relevant business and pecuniary interests (as recorded in the register of interests)
- governance roles in other educational institutions
- any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)
- date of birth
- home address
- email address
- telephone number
- Disclosure and Barring Service certificate information
- images (these may be captured during official school photos, class work, activities, performances or on school CCTV)
- relevant training or qualifications
- disability information
- health information
- dietary requirements

#### We need this information to:

- comply with our legal obligations and governance standards in relation to Member, Trustee, Governor and Clerk appointments under section 538 of the Education Act 1996
- build a comprehensive picture of our school governance and how it is deployed
- inform relevant authorities, organisations and other relevant persons of our appointments
- enable individuals to be kept informed of the governance training available to them, book them on the training and keep them informed about other relevant information regarding their appointment duties
- respond to complaints, grievances and discipline investigations
- assess the quality of our services
- meet statutory duties placed upon us by the Department for Education
- safeguard the health and welfare of our members, governors, trustees, clerks and students

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#### 2. Who do we share data with and why?

##### Department for Education

We have a legal obligation under section 538 of the Education Act 1996 to share information about governors and governance arrangements with the Secretary of State for Education, so they may publish this on their Get Information About Schools (GIAS) register.

For information about the GIAS register, visit the DfE website at <https://www.get-information-schools.service.gov.uk/>

##### Our local authority

We are required to share appointment and resignation information about board members with our Local Authority.

#### 3. What is our legal basis for processing governor and trustee data?

When processing personal data about our Members, Governors, Trustees and Clerks, we rely on the following legal bases, which are set out in Article 6 of the UK GDPR:

- it is necessary for us to perform a task carried out in the public interest or in the exercise of our official duties
- it is necessary for us to comply with a specific legal obligation
- the data subject has given us their consent

When we process 'special' data about our Members, Governors, Trustees and Clerks, we rely on one or more of the following legal bases as well, which are set out in Article 9 of the UK GDPR:

- the data subject has given us their explicit consent
- it is necessary for us to carry out our obligations and exercise our or the data subject's specific rights relating to employment, social security and social protection law
- processing is necessary for reasons of substantial public interest

Other legal bases listed in Article 9 of the UK GDPR may also apply, depending on the processing required.

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#### 4. What are your data protection rights?

##### **Your right of access**

You have the right to ask us for copies of your personal data. There are some exemptions, which means you may not always receive all the information we process.

##### **Your right to rectification**

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

##### **Your right to erasure**

You have the right to ask us to erase your personal information in certain circumstances.

##### **Your right to restriction of processing**

You have the right to ask us to restrict the processing of your information in certain circumstances.

##### **Your right to object to processing**

You have the right to object to us processing your information where we consider this is necessary for us to perform a task in the public interest. You can also object to us using your contact details to send you direct marketing or fundraising communications.

##### **Your right to data portability**

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another or give it to you. The right only applies if we are processing information based on your consent or under a contract (or in talks about entering into a contract) and the processing is automated.

##### **Your right to complain**

We work to high standards when it comes to processing your personal information. We hope you will always be happy with the way we handle your information, however if we have not met your expectations, please let us know so we can put things right. To do this, please email the school data lead at [ewills@ladysmithfederation.net](mailto:ewills@ladysmithfederation.net). If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO). The ICO's contact details are available at <https://ico.org.uk/concerns>

You are not required to pay a charge for exercising your rights and we have one month to respond to you.

If you are a parent/carers and want to request a copy of your child's educational record, this type of request will be handled under The Education (Pupil Information) (England) Regulations 2005. We will respond to these types of requests within 15 working days (i.e. days when the school is open).

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Please email us at [ewills@ladysmithfederation.net](mailto:ewills@ladysmithfederation.net) if you would like to make a request or complaint or contact the school office on 01392 271596 (Infant and Nursery) or 01392 255554 (Juniors).

Further information about your data protection rights, can be found on the Information Commissioner's Office website at [www.ico.org](http://www.ico.org).

If you have any queries about this privacy notice, or the way your personal information is being handled by the school, contact our Data Protection officer:

**Annette Henry**

Email: [schooldataprotection@devon.gov.uk](mailto:schooldataprotection@devon.gov.uk)