

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to maintain a service to support and recruit School Governors.

Date of Issue: 25 May 2018

Update History:

25 May 2018	First issue of a new Privacy Notice

Directorate: Communities  
Service: Education  
Team: School Improvement and Governance

## About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

ICO Registration Number: **Z6825178** <https://ico.org.uk/ESDWebPages/Entry/Z6825178>

## The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

**James Gore AMBCS BA**

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

## **What data will we collect about you?**

When you are elected or appointed to a school governing board in a maintained school, the Clerk to Governors will require certain information about you in order to carry out the appropriate security checks to prove you are who you say you are.

The Clerk will ask for your full name, permanent address, telephone number(s), email address, date of birth (for accurate identification) and your gender (used to allow us to address you correctly).

The Clerk will also require to see sight of three documents (ie passport, driving license, utility bill or similar) for validation purposes.

Once officially appointed/elected, your details are passed to the Local Authority (LA).

## **What will we use your data for?**

Your collected data will enable the LA to fulfil its' statutory functions in the areas of:

- Maintaining accurate records of governors across the LA
- Instrument of Government
- Federation and collaboration processes
- Local authority governor nominations
- Supporting Schools Causing Concern
- Parent governor election documentation
- Staff governor election documentation
- Welcome packs for newly appointed Head teachers, Chairs and all new governors
- Communicate directly with governors and governing boards with regards to training and the dissemination of any other appropriate and relevant information.

## **Who will see your data?**

In the first instance, only suitably trained staff in the Governor Services team in the Education Service of West Berkshire Council will see and hold this data. From time to time, services internal to the Council such as Training, Schools Finance, Human Resources, Health & Safety or other Council colleagues may request details of governors in relation to their specific role on a governing board.

For example, if a training event has been cancelled, we need to inform you of this or, occasionally, we need to send pertinent governance information via email/Royal Mail. Your details will only be made available to local authority staff in respect of your role as a governor and your data will not be made available to any person outside the local authority without compelling reason (for instance, if requested by the police in relation to an investigation). Your data will only be used for the conduct of the authority's responsibilities in respect of governor appointments and governor training and development.

## **Your legal basis for Processing/Your right to refuse**

The requirements of the Department for Education's Governance Handbook states *'The board of a maintained school must give the LA any relevant information or reports in connection with the discharge of the board's functions that the LA may need.'*

As such, refusing consent for processing would be in transgression of the rules set out in the handbook. These rules in turn are based on the provisions of the School Governance

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(Constitution) (England) Regulations 2012 or the School Governance (Federations) (England) Regulations 2012.

The Council is therefore processing personal data both in light of its statutory (legal) responsibilities, in acknowledgement of DfE direction and also as a public authority acting on behalf of the public interest. There's more on your rights below (see "Your Rights").

### **How long will your data will be kept?**

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention) ).

### **How is your data stored and processed?**

Your data will be held on a system called "GovernorHub", a web based service and database used to help trustees, governors and clerks to communicate and store documents, membership details, meeting schedules and other information in one secure and accessible place. You can read more about GovernorHub's privacy policy on their website at <https://help.governorhub.com/legal/is-governorhub-gdpr-compliant>. Data you give to the Council will be protected using up-to-date technical and organisational security measures.

### **Transfer overseas**

Your data will not be stored or sent outside of the UK.

### **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest) ) that also allows you to make a request for us to take action about something.

### **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/> ), but you can also do so in writing to:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

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