



# Burgh by Sands School Privacy Notice for Governors

## (How we use governance information)

Burgh by Sands School is the data controller under the UK General Data Protection Regulation (UK GDPR) for the use of personal data explained in this Privacy Notice.

Personal data is any information that can be used to identify a living person, either on its own, or in combination with other pieces of data. Data processing includes the collection, use, and storage of data.

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

- personal identifiers like name, image, date of birth, sex, contact details including address and postcode;
- financial or business information like a governor's outside financial or business interests, or bank details for expense payments;
- Special categories of data like information relating to race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life; or sexual orientation. ,
- governance details like their role, start and end dates and governor ID.

### Why we collect and use this information

The personal data we collect is essential to fulfil our official functions and meet legal requirements.

We also use governor data to:

- a) support our governors;
- b) recruit appropriately;
- c) enable individuals to be paid expenses or access services; and
- d) celebrate or promote school, for scientific interest, or to record our own school history.

Under UK GDPR, the lawful bases we rely on for processing personal governance information are:

- The data subject has given consent to the processing, for example to use images and names in publicity.
- to enter into or carry out a contract e.g., to appoint governors, include them in services we buy like access to online subscriptions we hold, or to engage with our training or activity providers.
- The processing is necessary for compliance with any legal obligations to which the data controller is subject, other than an obligation imposed by contract
- The processing is necessary in order to protect the vital interests of the data subject e.g., allergy or other health information,
- The processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed, except where the processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject (for reason d) above.

When we process special category data we use at least one lawful basis from the list above *and* one of the following list:

- the data subject has given explicit consent to the processing of the personal data for one or more specified purposes e.g., for referral to occupational health or other support services.
- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment and social security and social protection law
- processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health ;
- processing is necessary for the establishment, exercise or defence of legal claims processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1)

## Collecting governance information

We collect personal information via governor application forms.

Most of the information we ask for is required by law or necessary so we can run the school effectively and some of it is voluntary. To comply with UK GDPR, if you have a choice about providing information, we will tell you when we ask for it. We will also tell you what to do if you do not want to share this information with us. If we ask for your consent to process your personal data you have the right to withdraw this consent at any time.

## Storing governance information

We hold governor data securely in line with the Information and Records Management Society (IRMS) [Records Management Toolkit for Schools](#). Most data about governors is kept for between 6 months and 6 years after an election or term of office ends, although some is kept for much longer e.g., minutes of governor meetings showing attendees are kept for the lifetime of a school. For more information about how long we keep some information for (data retention), , please see our Retention Schedule

## Who we share governance information with and why

We sometimes share your personal data with trusted third parties. These are listed below.

When we share your personal data with these third parties who perform services for us, we require them to take appropriate steps to protect your personal information, and only to use the personal information for the purpose of performing those specific services.

Name of company/organisation	The service they perform for us
Fit2Work	Occupational health
Les Cooper/Kierweb	IT/web site hosting
Les Cooper/Kierweb	IT/web maintenance
Schools.ICTsupport@cumberland.gov.uk	Email
Connexions	Telephone (land line)
ClicktoClick Photography	School photographer
Various providers	Off-site training or activities. We will tell you when we need to disclose your information to a particular organisation.

Names and contact details of responsible people will also be given to providers of activities and trips etc. where appropriate.

We will never sell or distribute your personal information to any other third parties or make it public unless we have a legal obligation to do so.

We may be required to share personal information about you with:

- Our local authority
- The Department for Education (DfE)
- Educators and examining bodies Our regulator e.g. Ofsted
- Central and local government
- Police forces, courts, tribunals

This is not an exclusive list.

The laws listed in this notice that require us to collect information also require us to share it. Data is transferred securely by hand delivery or registered post, via a government data transfer system like GIAS, and sometimes in other secure ways.

## Sharing with the Department for Education

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

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.

## Requesting access to your personal data

UK GDPR, gives you certain rights about how your information is collected and used. To make a request for your personal information, contact **Mrs Anna Graveson, School Administrator, Burgh by Sands School, Carlisle, Cumbria. CA5 6AP, [office@burgh-bysands.cumbria.sch.uk](mailto:office@burgh-bysands.cumbria.sch.uk), Tel: 01228 576397.**

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called the 'right to be informed' and we do this by making this privacy notice available to you.
- the right to ask us for copies of personal information we have about you – this is called the 'right of access', and is also known as a subject access request (SAR). The right to ask us to change any information you think is not accurate or complete – this is called the 'right to rectification'.
- the right to ask us to delete your personal information – this is called the 'right to erasure'.
- the right to ask us to stop using your information – this is called the 'right to restriction of processing'.
- the right to object to our processing of your information, in certain circumstances.
- rights in relation to automated decision making and profiling. The School does not make any automated decisions about you and does not create a profile of you.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance and if you are not satisfied with our response you can go directly to the Information Commissioner's Office at [raise a concern with ICO](#).

For more 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 below.

## Withdrawal of consent and the right to lodge a complaint

If we are only processing your personal data because you consented, 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 **Mrs Anna Graveson, School Administrator, Burgh by Sands School, Carlisle, Cumbria. CA5 6AP**, [office@burgh-by-sands.cumbria.sch.uk](mailto:office@burgh-by-sands.cumbria.sch.uk), Tel: **01228 576397**.

## Last updated

We review this privacy notice regularly, so we recommend that you revisit this information from time to time. This version was last updated on 20<sup>th</sup> January 2025.

## Contact

If you would like to discuss anything in this privacy notice, please contact: **Mrs Sarah Robson, Headteacher, Mrs Anna Graveson, School Administrator or our Data Protection Officer, Mrs Catherine Hunt at Burgh by Sands School, Carlisle, Cumbria. CA5 6AP**, [office@burgh-by-sands.cumbria.sch.uk](mailto:office@burgh-by-sands.cumbria.sch.uk), Tel: **01228 576397**

## 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 and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context;
- allow the DfE 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>

**Note:** Some of these personal data items are not publicly 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 UK 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 DfE, you should make a 'subject access request'. Further information on how to do this can be found in the DfE's personal information charter published at: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-yourpersonal-information#your-rights>

To contact the department: [www.gov.uk/contact-dfe](http://www.gov.uk/contact-dfe).