



# Privacy Notice for Members and Trustees

## How we use Governance information

### Who processes your information?

Ryhope Infant School Academy is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to engaged as part of the Governing Body of the school, is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Ryhope Infant School Academy upholds are imposed on the processor.

### Why do we collect and use your information?

Ryhope Infant School Academy holds the legal right to collect and use personal data relating to those engaged as part of the Governing Body of the school. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Data Protection Act 2018 (DPA)
- EU General Data Protection Regulation (GDPR) - Article 6 and Article 9
- Education Act 1996 and 2006
- The Education and Inspections Act 2006
- Companies Act 2006

Our lawful basis for processing is therefore as we have a statutory obligation as defined by Article 6(1)(c) of the General Data Protection Regulation (GDPR). Some of the information we need to hold is classed as special category information – primarily ethnicity, gender, health conditions and trade union membership. Our legal basis for processing this data is provided by Article 9(2)(b) of GDPR.

In accordance with the above, those engaged as part of the Governing Body of the school, is collected and used for the following reasons:

- To enable individuals to serve as a governor, member or trustee
- Meet statutory obligations for publishing and sharing governors' details
- To ensure we comply with our instrument of governance/terms of reference
- To contact you directly when you are not on the premises
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective governor development
- To assess the quality of our services
- Undertake equalities monitoring

### What data is collected?

The categories of governor information that the school collects, holds and shares include the following:

- Personal & contact information – e.g. name, address, email and telephone numbers
- Characteristics – e.g. gender, date of birth, marital status, ethnicity, nationality and country of birth
- Appointment information – e.g. start date, post/role, appointment and election declarations
- Business/Pecuniary interests – e.g. name of employer, directorships, partnerships and employments with businesses, trusteeships and governance roles at other educational institutions/charities
- Attendance register – e.g. no. of meetings attended

- Committee membership – e.g. membership of delegated committees
- Images for use in school displays, on our school website, social media and literature

Whilst the majority of the personal data you provide to the school is mandatory, some may be provided on a voluntary basis - for example the use of photographs or digital media to record school events/visits. When collecting data and in order to comply with the General Data Protection Regulation, we will always inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. **We will always respect your right to refuse to provide information where it is not statutory.**

### **How long is your data stored for?**

Personal data relating to those engaged as part of the Governing Body of the school at Ryhope Infant School Academy is stored securely and in line with the school's data retention guidelines, after which they are safely and securely destroyed.

All information is held securely with physical, organisational and electronic access controls to safeguard the information both at rest and when in transit.

### **Will my information be shared?**

Ryhope Infant School Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares personal information relating to those engaged as part of the Governing Body of the school with:

- The Local Authority (Sunderland)
- The DfE including Get Information about Schools
- School staff and boards
- Companies House
- School website
- Law Enforcement Organisations and Courts
- Suppliers and service providers
- Press and the media

### **Why is my information shared?**

We do not share information about our governors with anyone without consent unless the law and our policies require or allow us to do so. We will always seek your positive consent to share information if there is no legal basis to share.

The school is required to share governance data with the DfE and Companies House on a statutory basis. This data sharing underpins governance monitoring, evaluation, and links to school funding / expenditure.

### **What are your rights?**

Under data protection legislation, you have the following rights in relation to the processing and retention of personal data. You have the right to:

- Be informed about how Ryhope Infant School Academy uses your personal data.
- Request access to the personal data that Ryhope Infant School Academy holds.
- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have any concerns about the way Ryhope Infant School Academy and/or the DfE is collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>

**Who can I contact to discuss this Privacy Notice?**

If you would like to discuss anything within this privacy notice, please contact the school in the first instance:

Mrs E Swansbury, School Business Manager – Tel: 0191 9171910

Email: [info@ryhopeinfantschoolacademy.org.uk](mailto:info@ryhopeinfantschoolacademy.org.uk)

The school's Data Protection Officer can be contacted via the following methods:

**Write to:** Data Protection Officer, Governance Services, Civic Centre, PO Box 100, Sunderland SR2 7DN.

**Tel No:** 0191 520 5555

**Email:** [Data.Protection@sunderland.gov.uk](mailto:Data.Protection@sunderland.gov.uk)