

**Newbrough C of E Primary School**

Fourstones, Hexham, Northumberland, NE47 5AQ

T; 01434 674284 E; admin@newbroughceprimary.org.uk

**Privacy notice for Academy Councillors**

**Who processes your information?**

The Durham and Newcastle Diocesan Learning Trust (DNDLT) as well as the school is the data controller of the personal information you provide to us. This means the Trust and the school determine the purposes for which, and the manner in which, any personal data relating to Academy Councillors is to be processed. Jo Trotter acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01434 674284 or by email at admin@newbroughceprimary.org.uk

The Data Protection Officer for the DNDLT is:-

Liane Atkin,

Church House

St John’s Terrace,

North Shields

liane.atkin@drmnewcanglican.org,

0191 2704164.

Where necessary, third parties may be responsible for processing Academy Councillors personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with your privacy rights.

**Why do we need your information?**

Newbrough C of E Primary School has the legal right and a legitimate interest to collect and process personal data relating to those who act as Academy Councillors. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law as well as the legal requirements, statutory duties public interests set out in the UK GDPR and UK law including those in relation to the following:

* Academy Funding Agreement
* Academy’s legal framework including the Academies Financial Handbook
* Section 538 of the Education Act 1996
* Safeguarding Vulnerable Groups Act 2006
* Article 6 and Article 9 of the UK GDPR

Collecting personal data regarding Academy Councillors is vital for the school’s operational use. Whilst the majority of the information you provide to us is mandatory some of it may be requested on a voluntary basis. In order to comply with UK 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 about this.

**For which purposes are your personal data processed?**

In accordance with the above, Academy Councillors’ personal data is used for the following reasons:

* Updating GIAS and ensuring compliance with governance publication requirements
* Updating our website with names of academy councillors
* Circulating and recording Academy Council minutes
* Maintaining accurate records for communications purposes
* Safeguarding checks
* Accountancy and audit purposes
* Skills audits and assessment of Academy Council skills gaps
* Education, training and development requirements
* Dealing with legal disputes
* Complying with health and safety obligations
* Prevention of fraud
* Equal opportunities monitoring

Some of the above grounds of processing will overlap and there may be several grounds which justify use of your personal information.

**Which data is collected?**

The personal data the school will collect from Academy Councillors includes the following:

* Names
* Dates of Birth
* Address and phone numbers
* Post code
* Email addresses
* Governor ID for safeguarding checks
* Details of your confidential safeguarding declaration (via the nomination form)
* Details of whether you are a communicant member of the Church of England or another church (in relation to foundation academy councillors only via the nomination form)
* Details of your agreement to uphold the Church of England ethos of the school
* Details of governance role
* Details of skills audits and training records
* Attendance at Meetings
* Details of personal and pecuniary interests for conflicts register
* Details of other offices, employment and voluntary roles held for conflicts register
* Details of current role and skills for nomination form to academy councillor role including job titles, work history, training and professional membership and qualifications
* Photographs
* DBS check information including information relating to criminal convictions and offences

**How will your personal data be collected and will your personal data be sought from third parties?**

We will collect personal information about Academy Councillors through the Academy Councillor nomination form directly from candidates. We will collect additional personal information in the course of Academy Councillor related activities throughout the period of your term of office.

We may sometimes collect additional information from third parties including the Chair of Academy Council or Ex-Officio Foundation Academy Councillor/ Parochial Church Council in line with the Academy Councillor nomination form.

**How is your information shared?**

[*Name of school*] will not share your personal information with any third parties without your consent, unless the law and our policies allow us to do so or where we have another legitimate interest in doing so.

We routinely share your personal information with

* Local Authority
* The Department for Education
* The Durham and Newcastle Diocesan Learning Trust
* The Clerk to the Academy Council and the Trust Board (Berry Education)
* Ofsted
* Statutory Inspectors of Anglican and Methodist Schools
* Partner secondary schools
* The Special Educational Needs Team
* IT provider
* School Information Management System (Scholar Pack)
* External Auditors
* Educational visits/residential partners
* Safeguarding advisors (Clennell Education Solutions)
* CPOMS safeguarding software service and Staff Safe
* Trust HR/employment law advisors (Ward Hadaway)
* Trust Health and Safety Advisors (Citation)

**Data Collection Requirements by DfE**

The DfE collects and processes personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the DfE under the requirements set out in the Academies Financial Handbook.

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](https://www.gov.uk/government/publications/security-policy-framework).

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

* will increase the transparency of governance arrangements
* will 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
* 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

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 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 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>

**How long is your data retained for?**

Academy Councillor personal data is retained in line with the School’s retention of records policy

Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held please contact the Head Teacher in the first instance.

**What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

* Request access to the personal data thatthe school holds.
* Request that your personal data is amended if it is inaccurate or incomplete.
* Request that your personal data is erased where there is no compelling reason for its continued processing.
* Request that the processing of your data is restricted.
* To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
* Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

If you have a concern or complaint about the way we are collecting or using your personal data please raise your concern with us directly in the first instance. Academy Councillors also have the right to lodge a complaint with the Information Commissioner’s Office (ICO) in relation to how the schoolprocesses their personal data at <https://ico.org.uk/concerns>

**How can you find out more information?**

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, the Gov.UK [website](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data), or visit the DNDLT website at [www.durhamdmat.co.uk](http://www.durhamdmat.co.uk) to download the UK GDPR Data Protection Policy.

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**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that I understand:

* The School and the DNDLT has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
* There may be significant consequences if I fail to provide the personal data the School/ DNDLT requires.
* The School/DNDLT may share my data with the Trust clerk, DfE, and the LA.
* The School/DNDLT will not share my data to any other third parties without my consent, unless the law or a legitimate interest requires the school to do so.
* The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
* My data is retained in line with the school/DNDLT’s Data Protection Policy and Record Management Schedule.
* My rights to the processing of my personal data.

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| **Name of Academy Councillor:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signature of Academy Councillor:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |