

Privacy Notices – Governors & Members

Who we are

Overton Grange School is an Academy Trust. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Overton Grange School, Stanley Road, Sutton, Surrey SM2 6TQ.

The Data Protection Officer for the Trust is Tony Sheppard and is contactable via dpois@gdpr.school or emailing office@overtongrange.sutton.sch.uk

In this policy 'we' and 'us' means the Academy Trust.

How we use your information

We process personal data relating to those who are responsible (or who have expressed an interest in being responsible) for the governance function at our school. This processing is to assist in the running of the school.

This personal data includes identifiers such as names and contact details, along with governance details (such as role, start and end dates and governor ID). It may also include personal data and sensitive personal data such as career history, qualifications, ethnic group, and medical information if you choose to supply this information to us.

Governance roles data is essential for the school's operational use. Whilst the majority of personal 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 in this.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing governor information are:

- The processing is necessary for the performance of a contract, to which the individual is a party, or is necessary for the purpose of taking steps with regards to entering into a contract with the individual, at their request.
- The processing is necessary for the performance of a legal obligation to which we are subject.
- The processing is necessary to protect the vital interests of the individual or another.
- The processing is necessary for the performance of a task carried out in the public interest, or in the exercise of official authority vested in us.
- The processing is necessary for a legitimate interest of the school or that of a third party, except where this interest is overridden by the rights and freedoms of the individual concerned.
- The individual has given consent that is specific to the particular type of processing activity, and that consent is informed, unambiguous and freely given

In addition, concerning any special category data, under UK GDPR - Article 9:

race or ethnic origin;
political opinions;
religious or philosophical beliefs;
trade union membership;
physical or mental health;
an individual's sexual life or sexual orientation;
genetic or biometric data for the purpose of uniquely identifying a natural person.
conditions

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We are required (by the Education and Skills Funding Agency) to publish certain information about governors and Members on our website.

We are required, by law, to pass on some of the personal data which we collect to:

- Companies House
- our local authority (where applicable)
- the Department for Education (DfE)

We are required to share information about individuals in governance roles with the Department for Education (DfE) under the requirements set out in the Academies Financial Handbook academy trust handbook.

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

If you require more information about how we and / or DfE store and use your personal data please visit:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability to be part of our governance function.

We disclose details about you to our training providers to enable you to access relevant training / information updates.

We may share details about you with other governors / Members and with parents and/or members of staff during your appointment process and for the performance of our education function which is a function in the public interest. You will know about this because you will have supplied us with the relevant details.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of a legal obligation to which we are subject, for example our legal duty to safeguard students
- The disclosure is necessary to protect the vital interests of others, i.e. to protect students from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

How long we keep your personal information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, you can request a copy of the data protection policy via the school office.

Your rights

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the head teacher at the school's address above or office@overtongrange.sutton.sch.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- 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

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you may raise the issue with the Data Protection Officer or you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, 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 email at office@overtongrange.sutton.sch.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 16th May 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact email office@overtongrange.sutton.sch.uk