

The Spire Church of England Learning Trust

Privacy Notice for School and Trust Governance Roles 2024 - 2027

How We Use Personal Information on Get Information About Schools - GIAS

This document is reviewed and updated by Paula Adams, the Trust Governance and Compliance Officer with the Trust DPO, SchoolPro TLC Limited and The Key. It is approved on a triennial basis by the Trust Board and implemented by all schools within the Trust.

This document will be subject to ongoing review. It may be amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate.

Reviewed: September 2024

Ratified: September 2024

Next Review Date: September 2027

In collaboration with



List of local School Data Protection Coordinators across the schools within The Spire Church of England Learning Trust:



St John's Middle School, Bromsgrove
School Data Protection Coordinator : Louise Moyle



St John's Primary School, Kidderminster
School Data Protection Coordinator : Jannine McMahon



St Matthias Primary School, Malvern
School Data Protection Coordinator : James Thompson



Witton Middle School, Droitwich
School Data Protection Coordinator : Marie Smith



Catshill First School and Nursery, Bromsgrove
School Data Protection Coordinator : Kate Sabin



Catshill Middle School, Bromsgrove
School Data Protection Coordinator : Kate Sabin

Details of our Data Protection Officer for The Spire Church of England Learning Trust:



SchoolPro TLC Limited
Data Protection Officer
Email : dpo@schoolpro.uk

Introduction

Under UK data protection law, individuals have a right to be informed about how The Spire Church of England Learning Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals working with the schools within our Trust in a voluntary capacity including Governors, Trustees (known as Directors), Members and other Volunteers.**

The Spire Church of England Learning Trust is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office).

Our schools are :

- St John's C of E Middle School
- St John's CE Primary School
- St Matthias CE Primary School
- Witton Middle School
- Catshill Middle School
- Catshill First School and Nursery

Our Data Protection Officer is SchoolPro TLC Limited.

The Categories of Governance Information That We Process

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details including your name, address, telephone numbers, email addresses, date of birth
- References
- Evidence of qualifications
- Employment details such as references, start dates, roles held
- Information about business and pecuniary interests
- Governance details (such as role, start and end dates and governor ID)

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Special categories of data including characteristics information such as gender, age, ethnic group
- Medical information (such as disabilities, allergies, illnesses, dietary requirements, accidents and first aid records, etc.)
- Attendance information (such as number of absences, absence reasons, etc.)
- Records of concerns about governor welfare and/or wellbeing
- Photographs and CCTV images captures in school

Why We Collect and Use Governance Information

The personal data collected is essential, in order for the Trust and school to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

- to meet the statutory duties placed upon us
- establish and maintain effective governance
- meet statutory obligations for publishing and sharing governance details
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- undertake equalities monitoring
- ensure that appropriate access arrangements can be provided for volunteers who require them
- and to comply with the law with regards to data sharing

Our lawful basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the legal bases we rely on for processing personal information for general purposes are:

(6a) Consent: employees and others who work in the school have given clear consent for us to process their personal data for the purposes indicated above.

(6c) A Legal obligation: the processing is necessary for us to comply with the law.

(6d) Vital interests - a duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (children); (e.g. we are required to have evidence that staff have DBS clearance).

(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

Academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation [GDPR - Article 9](#)

In addition, concerning any special category data:

- (9.2a) explicit consent. In circumstances where we seek consent, we make sure that the consent is unambiguous and for one or more specified purposes, is given by an affirmative action and is recorded as the condition for processing. Examples of our processing include staff dietary requirements, and health information we receive from our staff who require a reasonable adjustment to access our site and services.
- (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. 3
- (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person. An example of our processing would be using health information about a member of staff in a medical emergency.
- (9.2f) for the establishment, exercise or defence of legal claims. Examples of our processing include processing relating to any employment tribunal or other litigation.
- (9.2g) reasons of substantial public interest. As a school, we are a publicly funded body and provide a safeguarding role to young and vulnerable people. Our processing of personal data in this context is for the purposes of substantial public interest and is necessary for the carrying out of our role. Examples of our processing include the information we seek or receive as part of investigating an allegation.
- (9.2j) for archiving purposes in the public interest. The relevant purpose we rely on is Schedule 1 Part 1 paragraph 4 – archiving. An example of our processing is the transfers we make to the County Archives as set out in our Records Management Policy.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

Collecting Governance Information

Governance 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.

Storing Governance Information

We hold data securely for the set amount of time shown in our Records Management Policy. For more information on our data retention schedule and how we keep your data safe, please contact the School Data Protection Coordinator, details listed on page 2.

Who We Share Governance Information With

We routinely share this information with:

- Our Local Authority, where applicable – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education (DfE) through Get Information about Schools (GIAS)
- Ofsted
- Companies House
- Suppliers and service providers:
 - Our auditors
 - Health authorities
 - Security organisations
 - Professional advisers and consultants
 - Charities and voluntary organisations
 - Police forces, courts and tribunals
 - Training providers, eg Governor Hub

Why We Share Governance Information

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so.

Department for Education (DfE)

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

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](#)

All data is entered manually on the GIAS system and held by the Department for Education (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

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 School Data Protection Coordinator, details listed on page 2 or our Data Protection Officer, SchoolPro TLC Limited using their email address dpo@schoolpro.uk

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- have your personal data rectified if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; or
- not 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 or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

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 contacting the School Data Protection Coordinator, details listed on page 2.

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 in September 2024.

Contact

If you would like to discuss anything in this privacy notice, please contact the school office or the School Data Protection Officer, details listed on page 2.

How Government Uses Your Data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS:

- will increase the transparency of governance arrangements
- will enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the Department for Education (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 Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account 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 for Education (DfE) unless the law allows it.

How to Find Out What Personal Information Department for Education (DfE) Hold About You

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) 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 the Department for Education (DfE): <https://www.gov.uk/contact-dfe>