Date: May 2022
Next review due: May 2023
Responsibility: Principal/Bursar/
Data Protection Coordinator

DAME ALLAN'S SCHOOLS PRIVACY NOTICE FOR GOVERNORS

1. INTRODUCTION

Under data protection law, individuals have a right to be informed about how we, Dame Allan's Schools (hereafter the Schools) (which comprises Dame Allan's Junior School and Nursery, Dame Allan's Boys School, Dame Allan's Girls School and Dame Allan's Sixth Form, registered charity number 1084965 and company number 4002372) use any personal data that we hold about them.

We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we appoint, or otherwise engage, as governors at our Schools.

We are the 'data controller' for the purposes of data protection law.

Our Data Protection Coordinator (DPC) is Mrs J. Taylor.

This Privacy Notice should be read in conjunction with our Data Protection Policy. It applies alongside any other information the Schools may provide about a particular use of personal data, for example, when collecting data via an online or paper form.

This Privacy Notice also applies in addition to the Schools' other relevant terms and conditions and policies, including:

- the Schools' policies, including:
    - the Taking, Storing and Using Images of Children Policy;

- the Retention of Records Policy;
- the CCTV policy;
- the Child Protection and Safeguarding Policy, including as to how concerns or incidents are recorded;
- the Whole School Policy on the Acceptable Use of Electronic Devices and Information Technology Systems;
- the Staff Code of Conduct.

2. THE PERSONAL DATA WE HOLD

We process data relating to those we appoint, or otherwise engage, as governors at our Schools (including current, past and prospective governors). Personal data that we may collect, use, store and share (when appropriate) about you may include, but is not restricted to:

- Contact details and copies of identification documents, including names, addresses, telephone numbers, email addresses, passport and birth certificates, visa details and other contact details;
- Date of birth, marital status and gender;
- Next of kin and emergency contact numbers;
- Bank account details (for the payment of expenses);
- Appointment information, including copies of right to work documentation, references and other information included in a CV or covering letter or as part of the appointment process;
- Qualifications and employment records, including work history, job titles and professional memberships;
- DBS Certificate number and date of issue, prohibition from teaching and management checks, disqualification from childcare declaration form;
- Medical questionnaires and, where appropriate, information about an individual's health;
- Records of attendance at governing body and sub-committee meetings;
- Records and outcomes of any disciplinary, complaints and/or grievance procedures or other performance issues;
- Specimen signatures/signed mandates for delegated financial authority;
- Photographs and videos of participation in Schools' activities;
- CCTV footage captured by the Schools' CCTV system;
- Vehicle details for those who use the Schools' car parking facilities.

3. SPECIAL CATEGORY DATA

Some of the information we hold is classed as special category data. This includes any information concerning racial or ethnic origin, political opinions, religious or philosophical beliefs, health, genetic or biometric data, and trade union membership. Under data protection law we must fulfil additional criteria to lawfully process special category data, which are detailed below.

4. WHY WE USE THIS DATA

The purpose of processing this data is to help us run the Schools, including to:

- Enable governors to be paid for any expenses they have incurred;
- Enable appropriate organisational contact (for example, lists of governors for both internal and external use, including publication on the Schools' website);
- Allow for delegated financial authority (for example, cheque signing, bank mandates, contract signing);
- Facilitate safe appointment of governors, as part of our safeguarding obligations towards pupils;
- Support effective assessment and monitoring of governor performance;
- Inform our appointment and retention policies;
- Assist with management planning and forecasting, research and statistical analysis, including that imposed by law (such as diversity or gender pay gap analysis and taxation records);
- Arrange travel and accommodation for training courses, meetings, conferences, excursions, trips, visits and tours;
- Safeguard governors' health and welfare, including taking appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so (for example, for medical advice, safeguarding, cooperation with the police or social services, for insurance purposes);
- Provide credit card facilities (where relevant);
- Provide access to and use of the Schools' IT systems and to monitor use thereof, in accordance with the Schools' Policy on the Acceptable Use of Electronic Devices and Information Technology Systems;
- Order goods and services, including appropriate insurance and professional advice for the Schools;
- Provide the Independent Schools Inspectorate, external auditors and other relevant authorities with relevant information in order to monitor the Schools' performance and to intervene or assist with incidents as appropriate;
- Maintain relationships with alumni and the Schools' community;
- Make use of governors' names, including photographic images and videos of governors engaging in Schools' activities, on displays within the Schools, in Schools' publications,

on the Schools' website and on the Schools' social media channels (where appropriate);

- Meet the legal requirements of the Charity Commission and Companies House;
- Ensure security of the Schools' sites (for example, governor passes, issue of access fobs) including CCTV in accordance with the Schools' CCTV policy;
- Establish and retain written and photographic records and archives of the Schools' classes, teams, pupils and key events each year for historic and research purposes;
- Comply with public health requirements in respect of Covid-19 (or similar) testing including managing on-site testing and/or processing the results of tests, and sharing this information with relevant health authorities.

5. OUR LAWFUL BASIS FOR USING THIS DATA

We only collect and use personal information about (you) governors when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you;
- Comply with a legal obligation;
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- You have given consent to use it in a certain way;
- We need to protect your vital interests (or someone else's interests);
- We have legitimate interests in processing the data.

To process special category data we need an additional lawful basis. We will process special category data most commonly where:

- We have your explicit consent;
- The processing is necessary under social security or social protection law;
- We are processing it in the vital interests of an individual;
- We are providing health care or treatment under the responsibility of a health professional.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Where we are processing data on a legal or contractual basis, if you choose not to share this data with us, we may not be able to carry out our obligations under our contractual relationship with you, or engage you as a governor.

6. COLLECTING THIS INFORMATION

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

In some cases, personal data may be supplied by third parties, for example, another school or other professionals or authorities working with that individual.

7. HOW WE STORE THIS DATA

We create and maintain a personnel file for each governor in paper copy and/or electronic form on the Schools' IT system. The information contained in this file is kept secure and is only used for purposes directly relevant to you holding the position of governor. Access to it is limited to relevant members of the Schools' staff only.

Once your appointment as a governor of the Schools has ended, we will retain this file and delete the information in it in accordance with our Retention of Records Policy, a copy of which is available on the Schools' website or by contacting the Data Protection Coordinator or the HR Manager at the Schools.

Access to sensitive data

Particularly strict rules of access apply in the context of "special category", in particular:

a. Medical data

The Schools need to process this information to comply with statutory duties and to keep you and others safe, but the Schools will ensure only authorised staff can access information on a need-to-know basis. This may include wider dissemination if needed for catering purposes (for example). Express consent will be sought where appropriate.

b. Safeguarding data

Governors are reminded that the Schools are under duties imposed by law and statutory guidance (including Keeping Children Safe in Education (KCSIE)) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. We will also process data in accordance with our policy on recording and sharing low level concerns about adults. This is likely to include notes in safeguarding and personnel records, whether on paper or kept electronically (including use of the CPOMS software), and in some cases referrals to relevant authorities, such as the LADO or police.

For further information, please see the Schools' Child Protection and Safeguarding Policy.

Data security

The Schools will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must notify the Schools of any significant changes to important personal information, such as contact details, held about them.

The Schools will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies relating to the use of technology and

devices and access to school systems. All staff and governors will be made aware of these policies and their duties under data protection law and receive relevant training.

8. DATA SHARING

We do not share information about you with any third party, without your consent, unless the law, our policies or the terms of this privacy notice allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- All relevant local authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns;
- The Department for Education;
- Educators and examining bodies;
- Our regulator, the Independent Schools Inspectorate;
- Suppliers and service providers – to enable them to provide the service we have contracted them for;
- Central and local government authorities, including the Department for Education, Home Office and relevant NHS bodies;
- Financial organisations, such as HMRC;
- Our auditors;
- Survey and research organisations, including universities;
- Health and social welfare organisations;
- Professional advisers and consultants;
- Charities and voluntary organisations;
- Police forces, courts, tribunals;
- Professional bodies.

9. TRANSFERRING DATA INTERNATIONALLY

When we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law and after ensuring appropriate safeguards are in place. However, we do not in the course of our standard data processing activities transfer personal data outside of the European Economic Area.

10. YOUR RIGHTS

How to access personal information we hold about you

Individuals have a right to make a **'subject access request'** to gain access to personal information that the Schools hold about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from, if not from you;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- Give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Coordinator.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress;
- Prevent your data being used to send direct marketing;
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person). Currently we do not carry out any automated decision making or profiling on the personal data we process. If this changes then we will let you know and update this Notice accordingly;
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- Request the transfer of automated personal data to you or to a third party. We will provide personal data in a structured, commonly used, machine-readable format;
- Where we are processing personal data on the lawful basis of consent, for example when publishing photographs in our brochures, you can withdraw your consent at any time by contacting the Data Protection Coordinator;
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our Data Protection Coordinator.

11. COMPLAINTS

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or you have any other query or concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Coordinator.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

12. CONTACTING US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Coordinator**:

Name: Mrs J. Taylor

Address: Bursar's Office, Dame Allan's Schools, Fowberry Crescent, Fenham, Newcastle upon Tyne, NE4 9YJ.

Tel: 0191 274 5910

Email: j.taylor@dameallans.co.uk

The Schools will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.