SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Our Vision:

To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.

PRIVACY NOTICE FOR TRUSTEES, GOVERNORS AND OTHER VOLUNTEERS

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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses 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 working with our school in a voluntary capacity, including governors and trustees**.

Our trust, Shirley High School, Shirley Church Road, Croydon, CR0 5EF, Tel: 0208 656 9755, is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Mr A Freeman (see 'Contact us' below).

2. What categories of information are processed?

The categories of personal information that we process include (but are not restricted to) the following:

- Personal identifiers, contacts and characteristics – e.g. name, date of birth, contact details
- References
- Governance information – e.g. role, start date, end date, and governor ID
- Disclosure and Barring Service documentation in respect of criminal convictions and offences
- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs and CCTV images captured in school

3. Why do we collect and use your information?

The personal data we collect about you is essential in order for the school to fulfil its official functions and meet legal requirements. We collect and use your information for the following reasons:

- To establish and maintain effective governance
- To meet statutory obligations for publishing and sharing governors' / trustees' details
- To facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- To undertake equalities monitoring

- To ensure that appropriate access arrangements can be provided for volunteers who require them

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

- For the purpose of meeting the statutory duties placed upon the school in accordance with the lawful basis of legal obligation.

For special category data, we also rely on the basis of consent under Article 9 of the UK GDPR.

4. How do we collect your information?

We collect your personal information via the following methods:

- Trustee and governor application form
- DBS form
- Record of business interests form
- Government departments or agencies
- Local authorities
- Police forces, courts, tribunals

Governance roles data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the 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.

5. How do we store your information?

Your personal information is retained in line with the school's Data Retention Policy.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. For more information about how we securely store your information, please see the school's Data Protection Policy.

6. Who do we share your information with?

Where it is legally required, or necessary (and it complies with UK law) we may share your information with:

- Our local authority, Croydon
- Government departments or agencies
- Our regulator, i.e. Ofsted, Regional Schools' Commissioner
- Suppliers and service providers
- Our auditors
- Health authorities
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

7. Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

We are required to share information with our local authority and other parties in order to meet our legal obligations. Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies. All governance data required by the Department of Education is entered manually on the GIAS system and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

8. How does the government use your data?

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

- Increase the transparency of governance arrangements.
- Enable schools and the DfE to quickly and accurately identify individuals who are involved in governance and who govern in more than one context.
- Allow the 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.

You can find out more about the requirements placed on the school by the DfE, including the data we share with them, via this website:
https://www.gov.uk/government/news/national-database-of-governors.

Some of this personal data is not publicly available and is encrypted within the GIAS system. Access is restricted to authorised DfE and education establishment users with a DfE Sign-in account who need to see it to fulfil their official duties. The information is for internal purposes only and is not shared beyond the DfE, unless the law allows it to be.

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:
https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter.

You can also contact the DfE directly using its online contact form by following this link: https://www.gov.uk/contact-dfe.

9. What are your rights?

You have specific rights relating to the processing of your data. These are the right to:

- Request access to the information the trust or school holds about you.
- Restrict the processing of your personal information, e.g. consenting to it being stored but restricting it being processed any further.

- Object to and prevent processing for the purpose of direct marketing and processing for the purpose of scientific or historical research and statistics.
- Object to decisions being taken by automated means.
- Have inaccurate or incomplete personal data rectified, blocked, erased or destroyed.
- Not be subjected to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- To request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we hold about you, please contact the school's data protection officer.

10. How to withdraw consent and lodge complaints

Where the school processes data on the basis of consent, you have the right to withdraw your consent at any time. To withdraw your consent, you can contact the school's data protection officer. You are not required to provide a reason for withdrawing consent.

If you are concerned or unhappy about the way we are collecting or using your information, please raise your concern or lodge a complaint with the school's data protection officer in the first instance. You can also contact the ICO at https://ico.org.uk/concerns.

11. Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

12. Contact us

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

- Mr A Freeman email: dpo@shirley.croydon.sch.uk

We want all at SHS to believe in and maintain the values of our school:

