

# Woodbridge High School

## Privacy Notice for Governors



Under data protection law, individuals have a right to be informed about how the 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 our school governors within their roles supporting the school.

We, Woodbridge High School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is the London Borough of Redbridge (see 'Contact us' below).

### The personal data we hold

We process data in respect of our appointed governors. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details, school email address, home address and postcode)
- Personal ID/proof of address
- Personal photograph (for staff identity purposes)
- DBS information
- Governance details (such as role, start and end dates and governor id)

### Why we use this data

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

- For contact purposes
- To fulfill safeguarding requirements
- To fulfill official functions and meet legal requirements
- To meet the statutory duties placed upon the school

### Our lawful basis for using this data

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

- 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 us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the legal bases we rely on for processing personal information for general purposes is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- The data subject has given consent to the processing of their personal data for one or more specific purposes;
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- Processing is necessary for compliance with a legal obligation to which the controller is subject;
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party

In addition, the legal bases we rely on for processing special categories of personal data for general purposes is defined under Article 9, and the following sub-paragraphs in the GDPR apply:

- The data subject has given explicit consent to the processing of those personal data for one or more specified purposes
- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject
- Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim
- Processing is necessary for reasons of substantial public interest

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.

All local authority maintained school governing bodies, under [section 538 of the Education Act 1996](#) have a legal duty to provide the governance information as detailed above.

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.

### **Collecting this information**

The way we collect personal information includes, but is not restricted to:

- Governor application form
- Register of School Business Interests
- Conflict of Interest Declarations
- References
- Proof of identity documents for DBS check

Governance roles data is essential for the school's operational use. 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, in order to comply with UK GDPR we make it clear at the point of collection whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## How we store this data

We create and maintain a personal record of each member of the full governing body. The information contained in this file is kept secure and is only used for purposes directly relevant to your role as a governor.

For more information on data retention and how we keep your data safe, please visit our [Data Protection Policy](#).

## Data sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share appropriate information concerning your governorship with:

- *Our local authority (London Borough of Redbridge) – to meet our legal obligations to share certain information with it.*
- *The Department for Education – to satisfy our legal requirement to report to them.*
- *Ofsted – to fulfil our statutory function as a school*
- *Suppliers and service providers (e.g., InVentry) – to enable them to provide the service we have contracted them for*
- *Our auditors, or auditors of the London Borough of Redbridge*
- *Police forces, courts, tribunals – to meet our legal obligations to share certain information.*
- *Prospective, current or previous employers – for example as part of reference requests*
- *Microsoft and Google – to provide products, services and support, and to improve and develop products.*
- *Readers of our school website and electronic communication, newsletters, internal displays, school printed literature (including the Year 11 and Year 13 yearbook), local and national media, and the school's Facebook page, Instagram account, X (Twitter) account and YouTube channel*
- *Web monitoring and filtering software (e.g. LGfL-Senso, Impero) - for safeguarding purposes*
- *Single Central Register (SCR) – to provide services and safeguarding assurances*

## Local authority

We are required to share information about our governance roles with our local authority (LA) under [section 538 of the Education Act 1996](#).

## Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), [under section 538 of the Education Act 1996](#).

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](#).

For more information, please see the 'How Government uses your data' section below.

For privacy information on the data the Department for Education (DfE) collects and uses, please see:

- [Privacy information: education providers' workforce, including teachers](#)

## 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 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
- 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
- allow 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

## How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the UK GDPR, you are 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 (SAR). 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>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information-from-dfe>

To contact DfE: <https://www.gov.uk/contact-dfe>

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Your rights

### How to access personal information we hold about you

The UK GDPR gives you certain rights about how your information is collected and used. Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds 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 officer.

## Your other rights regarding your data

You also have the following rights:

- The right to be informed about the collection and use of your personal data – this is called 'right to be informed'
- The right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request
- The right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'
- The right to ask us to delete your personal information – this is called 'right to erasure'
- The right to ask us to stop using your information – this is called 'right to restriction of processing'
- The 'right to object to processing' of your information, in certain circumstances
- The right in relation to automated decision making and profiling, for example decisions being taken by a computer or machine, rather than by a person
- The right to withdraw consent at any time (where relevant)
- The right to ask us to stop using your information to send direct marketing
- The right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way

To exercise any of these rights, please contact our data protection officer.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- Right to erasure does not apply when the lawful basis for processing is legal obligation or public task
- Right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

If you have a concern 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 [raise a concern with ICO](#).

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.

## 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 have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

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

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

## Contact us

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

London Borough of Redbridge Data Protection Officer at [dataprotection.schools@redbridge.gov.uk](mailto:dataprotection.schools@redbridge.gov.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.*

**Review Date: June 2025**

**Date of Next Review: June 2026**