



Privacy Notice Procedure for Governors at Wohl Ilford Jewish Primary School November 2023



Privacy notices must be concise, transparent, intelligible, easily accessible and free of charge. They must be written in clear and plain language. The privacy notice fulfils the school's obligation to inform. The notices must be honest – people must be informed of how their personal data is being used.

What is the right to be informed and why is it important?

The right to be informed covers some of the key transparency requirements of Data Protection Legislation. It is about providing individuals with clear and concise information about what you do with their personal data.

An effective approach can help you to comply with other aspects of the Act, foster trust with individuals and obtain more useful information from them.

Getting this wrong can leave you open to fines and lead to reputational damage.

What privacy information should we provide to individuals?

What you need to tell people differs slightly depending on whether you collect personal data from the individual it relates to or obtain it from another source. Annexes A to C are the template Privacy Notices for the school. These must be completed and published in a prominent position on the school's website.

Consent to collect data

The school will need to collect consent to use data where there is no legal basis, for example to use biometric data. An example consent form can be found in Annex D. Consent must be freely given, specific, informed and an unambiguous indication of the individual's wishes.

Privacy Notices and paper forms

Sometimes it is not possible to recreate privacy notices on printed material, such as on a consent form for school trips form. In instances such as this use the following statement:

Electronic forms:

We adhere with data protection legislation. For more information please visit our published privacy notice <http://www.ijpsonline.co.uk/policies-new/> or call 02084981350

Paper forms:

We adhere with data protection legislation. For more information please visit our published privacy notice on our website or call 02084981350

GOVERNORS PRIVACY NOTICE

Privacy Notice (How we use personal information of Governors)

The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and postcode, DBS clearance)
- governance details (such as role, start and end dates and governor ID)

Why we collect and use governor information

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

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

- a) to meet the statutory duties placed upon us
- b) to share with King Solomon High School / US for the purpose of the move to a hard federation.

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

- for the purpose **a)** named above in accordance with the legal basis of **Legal Obligation**

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) and academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

In addition, concerning any special category data:

- 9 (g) processing **is necessary for reasons of substantial public interest**, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

Collecting governor information

We collect personal information via governor contact forms, self-analysis skills forms, initial induction.

Governor 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 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 governor 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, please visit <http://www.ijpsonline.co.uk/>

Who we share governor information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- KSHS (King Solomon High School) – future associations

Why we share governor information

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

Governors' information may be shared with DfE, United Synagogue, PaJes, KSHS organisations to ensure that governance meets United Synagogue expectations and their role is fit for purpose.

Local authority

We are required to share information about our governors with our local authority (LA) as part of our obligation to the substantial public interest (Article 9 (g) GDPR).

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department for Education (DfE), under:

We are required to share information about our governors with the Department for Education (DfE) under [section 538 of the Education Act 1996](#)

All data is entered manually on the GIAS system and held by 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 Mrs A Mallach (School Business Manager - at Wohl Ilford Jewish Primary School – 020 8498 1350).

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 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/>

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 Mrs A Mallach (School Business Manager - at Wohl Ilford Jewish Primary School – 020 8498 1350).

International transfers and processing

We do not process any personal information outside of the European Economic Area.

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: **November 2023**

Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs A Mallach (School Business Manager - at Wohl Ilford Jewish Primary School – 020 8498 1350).