

Queensbridge School

Privacy Notice: How we use information about Governors and Volunteers (GIAS)



Queensbridge School collects and processes personal data relating to Governors and Volunteers who are engaged to work with us. We are committed to being transparent about how we collect and use this data and to meeting our data protection obligations. This privacy notice explains why we collect and process information about you.

The categories of information that we collect, process, hold and share include:

- Personal information (such as name, address and contact details, bank details where appropriate, national insurance number, marital status, next of kin, dependents and emergency contacts)
- Special category data including characteristics (such as gender, age, ethnic group)
- Information about your engagement with us (such as start dates, terms of engagement, role as a Governor, hours engaged, activities undertaken)
- Qualifications (such as skills and experience)
- Information about your criminal record
- Details of any disciplinary or grievance procedures in which you have been involved (including warnings and related correspondence)
- Information about medical or health conditions (such as disabilities requiring reasonable adjustments)

How we collect this information

Queensbridge School collects this information in a variety of ways, for example:

- Governor application forms
- Identity documents provided (such as passport or driving license)
- Forms completed at the start of or during your engagement
- Correspondence and communication with you
- Meetings and interactions with you
- Information provided by third parties such as references and criminal records checks permitted by law

Why we collect and use this information

The personal data collected is essential for the school to fulfil its official functions and meet legal requirements.

We use governor and volunteer information to:

- Enable a comprehensive understanding of who is operating within the school and how individuals are deployed
- Meet statutory requirements regarding governance
- Maintain accurate and up-to-date records, including emergency contacts
- Operate and maintain disciplinary and grievance processes
- Monitor performance, undertake skills analysis, and plan succession
- Meet duties relating to disability and health and safety
- Respond to and defend against legal claims
- Maintain and promote equality
- Ensure safeguarding requirements are met

Some special category data (e.g., health information) is processed to meet obligations under Health and Safety and the Disability Discrimination Act.

The lawful basis for processing

Under the UK GDPR, the lawful bases we rely on for processing personal information are:

Article 6:

- 6(1)(c) Legal obligation
- 6(1)(e) Public task

For special category data (Article 9):

- 9(2)(c) Vital interests
- 9(2)(g) Substantial public interest

Relevant legislation includes:

- Section 13(a), Education Act 1996
- Section 22 and Schedule 6, Education Act 2002
- Section 31, School Governance (Constitution) (England) Regulations 2012

Collecting governor information

We collect personal information via governor application forms, contact information forms and associated documentation including DBS verification.

Most information requested is mandatory to ensure compliance with UK GDPR and statutory requirements. Where information is optional, you will be informed at the point of collection.

Storing governor information

We hold data securely in accordance with our Data Retention Schedule. For more information, including how we keep your data safe, please visit:

www.queensbridge.bham.sch.uk

Who we share governor information with

We routinely share information with:

- Our Local Authority
- The Department for Education (DfE)

Local Authority

We share information with the LA to comply with legal obligations, such as safeguarding, recruitment decisions, qualification checks, and disciplinary or grievance matters.

The lawful basis for this sharing is found in **Section 538 of the Education Act 1996**.

Department for Education (DfE)

We are required to share governance information with the DfE under:

- Section 538 of the Education Act 1996 (maintained schools)

Data is entered manually into GIAS and held securely by the DfE in accordance with the

Government Security Policy Framework.

See the “How Government uses your data” section below for more details.

Why we share information

We do not share personal information without consent unless the law or our policies allow us to do so.

Where legally required or necessary, we may also share information with:

- Your family or representatives
- Educators and examining bodies
- Ofsted
- Financial or legal service providers
- Central and local government
- Auditors
- Health and social welfare organisations

- Professional advisers
- Police forces, courts and tribunals
- Professional bodies

Requesting access to your personal data

Under data protection legislation, you have the right to request access to the information we hold about you.

To make a request, contact:

Email: enquiry@queensbridge.bham.sch.uk

You also have the right to:

- Request rectification of inaccurate or incomplete data
- Request deletion of data where there is no compelling reason for its continued processing
- Restrict processing (allowing storage only)
- Object to certain processing
- Not be subject to decisions based solely on automated processing

If you are concerned about our handling of your personal data, please contact us in the first instance. You may also contact the Information Commissioner's Office at:

<https://ico.org.uk/concerns/>

For information on how to request access to data held centrally by the DfE, see the "How Government uses your data" section.

Further information

If you would like to discuss anything in this privacy notice, please contact:

Email: enquiry@queensbridge.bham.sch.uk

How Government Uses Your Data

The DfE uses data submitted via GIAS to:

- Improve transparency of governance arrangements
- Identify individuals governing in more than one context
- Confirm suitability of individuals for governance roles

Data collection requirements

For more information about the data collected by the DfE:

<https://www.gov.uk/government/news/national-database-of-governors>

Some personal data is encrypted and accessible only to specific DfE staff for official purposes.

How to find out what information the DfE holds about you

You may request:

- Confirmation of whether your data is being processed
- A description of the data held
- Reasons for holding it
- Any recipients
- A copy of the data

Instructions for submitting a subject access request to the DfE are available here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

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