

**Hampshire County Council
Hampshire Governor Services – Privacy Notice
Hampshire Maintained Schools and Education Centres**

Why do we collect and use this information?

Hampshire County Council is a Data Controller for the purpose of collecting and using information from schools in the delivery of our statutory functions and to provide our Service Level Agreement (SLA) package of 'Governor Services' to school governing bodies and education centre management committees.

We collect information about your school and your governors and hold any personal data securely.

For subscribers to our Service we use it to provide the services set out in our SLA:

<http://documents.hants.gov.uk/governors/HGSSLA2017.PDF>

It is also used to:

- provide access to the County Council's Governor Manager Database for Clerks and Development and Training Governors;
- manage enquiries around the Service Level Agreement (SLA);
- undertake statistical and financial forecasting and planning;
- complete statutory returns, including supporting governing bodies to provide certain information it holds to the Secretary of State for Education about their governors and governance arrangements (section 538 of the Education Act 1996);
- undertake the statutory functions placed upon the County Council delivered by our Governor Services function in regards to maintained schools, training and support of governors, copies of instruments of government, promoting high standards and the fulfilment of potential, provision of a copy of notices of every instrument of appointment of an interim executive member and providing evidence in regards to schools causing concern;
- share information with other County Council services for the delivery of statutory functions under the lawful basis of 'public task'.

It is also used to support governing bodies who are non-subscribers by providing; advice and guidance on the constitution of their board, access to governor training on a pay as you go basis and certain information we hold to the Secretary of State for Education about their governors and governance arrangements (section 538 of the Education Act 1996).

School governing bodies and education centre management committees are data controllers in respect of the information they enter into the County Council's Governor Manager Database, and use this information for their own purposes.

The following sections provide further detail about the information we process, setting out what allows us to do this (lawful basis), who we may share it with, how long we keep it for (the retention period), alongside identifying any rights you may have and who to contact if you think we're not handling your information in the right way.

The categories of information that we collect, hold and share

The following personal and special category information about your governors is processed:

Personal

- Name
- Address
- Telephone numbers
- E-mail address
- Date of birth
- Gender
- Governor ID number

Special category

- ethnic origin
- special requirements

The lawful basis on which we use this information

For **delivering our statutory functions**, we collect and use the information ensuring that we comply with the GDPR and DPA2018 requirements for processing through:

- Article 6(1) (e) - the processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law;
- Article 9(2) (g) – Necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguarding measures; and
- Sch.1, Pt.2, 1 - Substantial public interest conditions, for processing under DPA2018.

These articles under the GDPR and DPA2018 are supported by the following specific legislation:

- Section 13(a) of the Education Act 1996;
- Section 22 and Schedule 6 of the Education Act 2002; and
- Section 31(1a&b), (2a) of the School Governance (Constitution) (England) Regulations 2012.

Under this lawful basis we do not require your consent to process this information but we are required, through this privacy notice, to ensure you are fully informed of why we are collecting this information and what we will do with it.

Storing and Securing Data

The information provided to us will be held within the County Council's Governor Manager Database. The information held within this system will be kept in line with our retention schedule and then disposed of as appropriate. The County Council's Governor Manager Database is hosted by the County Council in secure data centres based in the UK. The information is encrypted when in transit between County Council users of the system and the data centre the information is hosted within.

Any paper based documents you provide will be scanned to create an electronic record and stored within the County Council's Document Management System (DMS), with the paper version being destroyed. The information held within the County Council's DMS will be kept in line with our retention schedule and then deleted as appropriate. The County Council's DMS is hosted by the County Council in secure UK based data centres, which are on site.

The County Council takes its data security responsibilities seriously and has policies and procedures in place to ensure the personal data held is:

- prevented from being accidentally or deliberately compromised;
- accessed, altered, disclosed or deleted only by those authorised to do so;
- accurate and complete in relation to why we are processing it;
- continually accessible and usable with daily backups; and
- protected by levels of security 'appropriate' to the risks presented by our processing.

The County Council also ensures its IT Department is certified to the internationally recognised standard for information security management, ISO27001.

Who do we share information with?

We use the information provided by schools to complete the statutory return to the Secretary of State for Education about their governors and governance arrangements (section 538 of the Education Act 1996).

Depending on the individual circumstances of each situation, we may have to share this information with other teams within the County Council to fulfil other statutory duties and powers to support our work.

Requesting access to your personal data and your rights

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information, or someone you have responsibility for, please contact the Children's Services Department's Subject Access Request (SAR) Team, whose contact details alongside further information around this process can be found via:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/accessrecords>

For further information on how we handle personal information, your data rights, how to raise a concern about the way we are processing your information and the County Council's Data Protection Officer, please see our General Privacy Notice:

<https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection>

If you have a concern about the way we are collecting or using your personal data, you can raise your concern with us in the first instance or you can go directly to the Information Commissioner's Office, as the supervisory authority, at <https://ico.org.uk/concerns/>.

Contact Details

If you would like more information about these services please visit our website via: <https://www.hants.gov.uk/educationandlearning/governors>