



Penistone Grammar School

Privacy Notice

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Contents:

1. What categories of information are processed?
2. Why do we collect and use your information?
3. How do we collect your information?
4. How do we store your information?
5. Who do we share your data with?
6. How do we share your information?
7. How does the Government use your data?
8. What are your rights?
9. Updating this privacy notice
10. How can I find out more information?

1. What Categories of Information are Processed?

- 1.1. The categories of personal information that we process include the following:
 - **Personal identifiers and contacts** – e.g., name, unique pupil number, contact details and address
 - **Characteristics** – e.g. gender, age, ethnic group
 - **Governor information** – e.g. role, start date, end date, governor ID.
 - **Relevant** - family and business interests

This list is not exhaustive, to access the current list of categories of information the school processes, please see the school's Data Asset Register, which can be requested via email to enquiries@penistone-gs.uk.

2. Why Do We Collect and Use Your Information?

- 2.1. We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:
 - To meet statutory duties upon the school.
- 2.2. Under the UK General Data Protection Regulation (UK GDPR), the lawful basis/bases we rely on for processing pupil information are:
 - Contract
 - Legal obligation
 - Vital interests
 - Public task
 - Legitimate interests
 - For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:
 - Governing boards under section 538 of the Education Act 1996 have a legal duty to provide the governance information as detailed above.



3. How do we collect your information?

- 3.1. We will collect your personal information via the following methods:
- Governor application forms
 - Governor information record
 - DBS form
 - Record of business interest
- 3.2. 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. In order to comply with data protection legislation, 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.

4. How do we store your information?

- 4.1. We hold your personal information securely for a set amount of time shown in the School's Records Management Policy. For more information about how we keep your information safe, please see the school's Data & E-Security Breach Prevention & Management Plan.

5. Who Do We Share Your Information With?

- 5.1. We routinely share your information with:
- The Local Authority (LA)
 - The Department for Education (DfE)
 - Auditors
 - Ofsted

6. Why Do We Share Your Information?

- 6.1. We do not share information about you with anyone without your consent unless the law and our policies allow us to do so.
- 6.2. We are required to share information about our governance roles with our LA under legislation.
- 6.3. The DfE collects personal data from schools and LAs. We are required to share information about individuals in governance roles with the DfE under Section 538 of the Education Act 1996.
- 6.4. 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 DfE 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, which is available by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

7. How does the government use your data - Department for Education (DfE)

- 7.1. The governance data that we lawfully share with the DfE via GIAS will:
- Increase 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.
- 7.2. 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>
- 7.3. 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.

7.4. 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.

7.5. 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> .

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

8. Auditors

8.1. Some of your details may be passed to auditors to enable them to carry out their work in overseeing governance reviews of the school. This data will be similar to that which is published by the DfE on GIAS.

9. What Are Your Rights?

9.1. You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

9.2. If you want to request access to the personal information that we hold about you, please contact Miss S Abel, Governance & Compliance Officer (sabel@penistone-gs.uk).

9.3. If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

10. Updating This Privacy Notice

10.1. 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.

10.2. This privacy notice was last updated in May 2023.

11. How Can You Find Out More Information?

11.1. If you would like to discuss anything in this privacy notice, please contact, Miss S Abel, Governance & Compliance Officer (sabel@penistone-gs.uk).



- 11.2. If you require further information about how we and/or the DfE store and use your personal data, please visit our [website](#), the Gov.uk [website](#), or download our Data Protection Policy and Records Management Policy.





Penistone Grammar School

Achieving Excellence through a Values Driven Education

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