

Privacy Notice - How we use personal information on Get Information About Schools (GIAS)

The Aylesbury Vale Academy (the academy trust) is the data controller for the personal data described in this notice.

The categories of governance information that we process include:

- Personal identifiers, contacts and characteristics (such as name, date of birth, email address, contact details, address including postcode)
- Governance details (such as role, start and end dates, attendance and governor ID)

Why we collect and use governance information

This privacy notice meets the requirements of the UK Data Protection Act (2018), the UK General Data Protection Regulation and is based on guidance published by the Information Commissioner's Office and model privacy notices published by the Department for Education. This policy complies with our funding agreement and articles of association.

Data Protection Handling:

- Data shall be processed fairly and lawfully
- Personal data shall be obtained only for one or more specified and lawful purposes
- Personal data shall be relevant and not excessive in relation to the purpose(s) for which it is processed
- Personal data shall be accurate and, where necessary, kept up to date
- Personal data shall not be kept for longer than is necessary for the purpose(s) for which it is processed
- Personal data shall be processed in accordance with the rights of data subjects under the UK Data Protection Act (2018) and the UK General Data Protection Regulation
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of or damage to personal data
- We do not routinely transfer personal data outside the UK. Where any transfer outside the UK is required (for example, where a supplier stores data overseas), we ensure appropriate safeguards are in place in line with UK GDPR requirements.

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

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

- to meet the statutory duties placed upon us

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

Academy trusts must provide and keep up to date their governance information (including through the governance section of the Department for Education's Get Information About Schools (GIAS) register) in line with the Academy Trust Handbook and their funding agreement.

Collecting governance information

We collect personal information via governor contact forms in paper or email format.

Governance 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 UK 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 governance information

We will retain governance information only for as long as necessary for the purposes we collected it for, including to meet legal, regulatory and audit requirements. Our retention schedule sets out how long we keep governance and trustee information and is available on request from the school office.

Who we share governance information with

We routinely share this information with:

- the Department for Education (DfE)

Why we share governance information

We only share governance information to comply with the statutory duties placed upon us. We will only share information about individuals in governance roles where we have a lawful basis to do so.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under the requirements set out in the [Academies Trust Handbook](#)

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

To request access to your personal data (a subject access request), you can contact the academy trust using the details in this notice. Requests can be made verbally or in writing (including email) to the DPO. If a request is made to any member of staff, it will be forwarded to the appropriate team without delay. For efficiency, you may contact Dan Murphy (dmurphy@theacademy.me).

You have rights under data protection law, including the right to:

- be informed about how we use your personal data;
- request access to your personal data;
- request correction of inaccurate personal data;
- in certain circumstances, request deletion of personal data or restriction of processing;
- object to processing in certain circumstances;

- where we rely on consent, withdraw consent at any time (this will not affect processing already carried out); and
- complain to the Information Commissioner's Office (ICO).

The school does not currently use automated decision-making processes in relation to governance information.

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](#).

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Most of our processing of governance information is required for legal and governance reasons and does not rely on consent. Where we do rely on consent for a specific purpose, you can withdraw it at any time by contacting us. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Suzanne Cooper, Director of Finance and HR (scooper@theacademy.me).

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

Contact

If you would like to discuss anything in this privacy notice, please contact: Suzanne Cooper, Director of Finance and HR (scooper@theacademy.me)

How the Government uses your data

The governance data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department 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

Data collection requirements

You may find out more about the requirements placed on us by the Department for Education including the data that we share with them using this [link](#).

Note: Some of these personal data items are not publically available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff 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, unless the law allows it.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published [here](#).

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