

**Service Area: Education Curriculum and Enrichment
Directorate: People
PN-0049**

03/2024

The Education Governance Service are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- retaining governor membership details securely to deliver information from the Local Authority to governing boards
- to support the effectiveness of governing boards and helping them to hold school leaders to account.
- providing a service to governing boards with Nottingham City schools, such as administration, advice, training and development, audits and clerking activities
- assisting Governors with recruitment, staff disciplinary hearings and pupil exclusions
- providing an independent investigation role for disciplinary hearings involving head teachers or deputy heads.
- maintaining a governing board membership record in order to identify you as an active governor.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above may relate to individuals:

- Name
- Email address
- Telephone number
- employment circumstances
- attendance at governing board meetings through meeting papers.
- Information regarding complaints or grievances, including details of incident and persons involved (when commissioned by school to carry out investigation)

Depending on the nature of the complaint or grievance, the information we process about you may include the following '*special categories of personal data*':

- Race or Ethnic origin
- Religious beliefs
- Physical or mental health

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

- The School Government (Procedures) (England) Regs 2003

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council will share your personal information with:

- The governing board which you are a member
- OFSTED

The information provided by you may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You are not obliged by statute to provide some of the information that is specified here. However, if you do not provide the information you are not able to carry out the role of a governor.

How long will the Council retain the data for?

The information that you have provided will be kept for the period of time that you are a Governor. The information is deleted at the time you cease being a Governor. The Educational Governance team aim to review the data at the end of every school term.

For investigation personal data, once this is complete it is passed to the school and is not retained by this team.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information

- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as 'the right to be forgotten'
- A right to in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at:

Loxley House
Station Street
Nottingham
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .