



Governor Privacy Notice

SIPS Education Ltd is committed to protecting your personal information and being transparent about what information we hold about you. We take our responsibilities very seriously and we continuously strive to be fully compliant with General Data Protection Legislation (GDPR), which came into force on 25th May 2018.

This privacy notice is intended for you as our customer, to give you a clear explanation about your rights, how we keep personal information safe, the legal basis we rely on to use information and the purposes for which we use the information we collect from you and relevant third parties.

The personal data we hold

The personal data we may collect, store, use and share about you includes, but is not restricted to:

- Full name and title
- Full postal address
- email address
- Home telephone number
- Mobile telephone number
- Work or other contact number
- The school(s) you are a governor at
- Full name, and photo image of you on our electronic signing in system when visiting Guardian House.
- Business/Pecuniary Interests

The lawful basis for obtaining and using personal data

SIPS Education Ltd requires data in order to fulfil its contractual obligations with customers.

We will only collect and process personal data where we have one of 6 “lawful bases” to do so under the General Data Protection Regulations:

- To fulfil a contract with you, or where you have asked SIPS Education to take specific steps before entering into a contract,
- For the legitimate interests of SIPS Education, provided the individuals’ rights and freedoms are not impacted upon. For Example:

- To co-ordinate meetings and distribute information
 - Maintain a centralised IT system for the coordination of governance activities (eg Governorhub)
 - Provide training information to coordinate training sessions and distribute information
 - Relevant associations require information to be able to distribute relevant information directly to trustees and governors (eg Association of Sandwell Governing Bodies and National Governance Association)
- Where you have freely given consent to use it in a certain way
 - To comply with a legal obligation
 - To help to protect your vital interests
 - To perform a task in the public interest

How we use this data

We use this data for the purpose of processing the data to support the school/Academy/Trust etc to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors' and trustees' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils

As part of our communication strategy, you will only receive marketing communication from us if you have 'opted in' to receive them, meaning that you have stated that you are happy for us to share such communications with you.

IT systems are used to monitor the effectiveness of our electronic communications with you. The data from this monitoring is generally used as a business database to inform profiling and business development.

A video conferencing platform may be used to hold meetings. Where SIPS are the host of the video platform, consent from governors will be obtained at the start of the meeting in order for the meeting to be recorded. The recording will not be shared with third parties other than listed above if required, and will be password protected by SIPS as the host.

A recording will only be made for the purposes of ensuring accuracy of minutes taken. Access will be restricted and only permitted following Chair approval. The whole recording will be destroyed upon completion and approval of minutes.

CCTV System

Customers visiting SIPS Education premises:

A Closed Circuit Television (CCTV) system, is installed as part of our commitment to safety and security. We use the CCTV system fairly, within regulatory guidelines and law, with the personal privacy of individuals using the building and the objective of recording incidents for safety and security in mind. Security cameras are clearly visible and accompanied by signs indicating that CCTV is in use. SIPS Education operates a robust policy governing the use of the CCTV system; in case of queries, please contact our Data Protection Officer.

The communal areas of Guardian House, of which SIPS Education are located, have CCTV in operation, which is operated by the landlord, Bond Wolfe.

Data sharing

We do not share personal information with any third party (unless otherwise stated in this privacy notice) without consent, unless the law requires us to do so.

Where it is legally required, or necessary (and complies with data protection law) we may share personal data with:

- The relevant Local Authority – to meet our legal and contractual obligations to share information with it.
- Professional advisers and consultants (if a governor in a Sandwell school this will be the Association of Sandwell Governing Bodies)
- Professional bodies – National Governor Association (NGA)
- Our auditors
- Police forces
- Law courts

Security of your personal data

We have appropriate safeguards in place (both in terms of our procedures and the technology we use) to keep your personal information as confidential and as secure as possible. We will:

- protect data against accidental loss
- prevent unauthorised access, use, destruction or disclosure

- ensure business continuity and disaster recovery
- restrict access to personal information
- train staff and contractors on data security
- manage third party risks, through use of contracts and security reviews

Your data will only be accessible to authorised staff. We will ensure, as far as reasonably possible, that any third parties we use for processing your personal information will do the same.

Information will be stored only for as long as it is needed or required by statute and will be disposed of appropriately.

We undertake to report any personal data breaches in accordance with the General Data Protection Regulation requirements.

Your Rights as a Data Subject

Under the Regulation, Data Subjects have 8 rights, as listed below. SIPS Education will ensure procedures are in place to be able to respond in a timely manner to any request from a Data Subject to exercise one of their rights. The 8 rights are:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relation to automated decision making and profiling

Subject Access Requests

If you wish to access the information held on you by SIPS Education, you may submit a Subject Access Request. Such request must be directed to the Data Protection Officer. A request can be made verbally or in a written format.

SIPS Education is registered as a Data Controller with the Information Commissioner. The Director for Risk Management, Laura Hadley is the Data Protection Officer for the Company. The Deputy Data Protection Officer for the Company is Project Development Manager, Amanda Moore.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk>

Changes to this privacy notice

This privacy notice may be updated from time to time. We encourage you to check this privacy notice from time to time to ensure you understand how your data will be used and to see any minor updates. If material changes are made to the privacy notice, for example, how we would like to use your personal data, we will provide a more prominent notice (for example, email notification or correspondence of privacy notice changes).