



Harmonize Academy

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Dear Governor

Privacy Notice for LHET governors

Under data protection law, governors of the Academy Trust have a right to be informed about how the school uses any personal data that we hold about them. Harmonize Academy complies with this right by providing 'privacy notices' to governors where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about **governors**.

We, Harmonize Academy AP Free School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mr Carl Parkinson, Vice Principal.

Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are in accordance with the legal basis of **Legal Obligation**.

The personal data we hold: The information and personal data that we may collect, use, store and share (when appropriate) about governors includes, but is not restricted to:

- Name(s) and contact details, date of birth, marital status, gender, next of kin and emergency contact numbers, expenses. We may also collect application information, references and other information included in a CV or cover letter or as part of the application process, qualifications and training records.
- Governance details (such as role, start and end dates, ID and photograph).
- We may collect bank account details for expenses payments.

All academy trusts, under the **Academies Financial Handbook** have a legal duty to provide the governance information as detailed above.

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This could include information about race, ethnicity, religious beliefs, sexual orientation, Trade Union membership, political opinion and health (including medical conditions).

The purpose of collecting and processing this data is in order for the Academy to fulfil their official functions and meet legal requirements. We collect and use governor information to meet the statutory duties placed upon us. This enables the Academy to facilitate safer recruitment of governors, as part of our safeguarding obligations towards students, informing our recruitment and retention policies.

The personal information held is only used when the law allows us to, in particular to fulfil a contract we have entered into with individuals. This data may be used to comply with a legal obligation, to carry out a task that is in the interest of the public or it may be used when there is a need to protect an individual's vital interests (or someone else's interests) or indeed if consent is given to use it in a certain way.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and an explanation will be given in respect of the process for withdrawing consent. The reasons for collection of data listed above can overlap and there may be several grounds which justify the Academy's use of your data.

Governor data is essential for the Academy's operational use. The majority of information we collect from you is mandatory, however, there is some information that you can choose whether or not to provide to us. Whenever information is sought, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

We create and maintain a personnel file for all governors. The information contained in this file is kept secure and is only used for purposes directly relevant to your governor role. Once your term of office has ended, we will retain this file and delete the information in it in accordance with our record retention schedule.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about you with other agencies. We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

The Department for Education (DfE) collects personal data from educational settings and we are required to share information about our governors with the Department for Education (DfE), under the requirements set out in the **Academies Financial Handbook**.

How Government uses your data

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.

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

- will increase the transparency of governance arrangements
- will enable schools 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

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Note: Some of these personal data items are not publicly 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.

Requesting access to your personal data:

Under data protection legislation, you have the right to request access to information about you that we hold. You also have certain rights regarding how your personal data is used and kept safe and where we got it from. You also have the right to say that you don't want it to be used if this would cause, or is causing, harm or distress and have it corrected, deleted or destroyed if it is wrong.

To make a request for your personal information, please contact our **data protection officer**,

Mr Carl Parkinson, Vice Principal, Harmonize Academy, 7 Phillimore Road, Liverpool L6 6DL

E carl.parkinson@harmonizeacademy.org

You also have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

Complaints: We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Contact us: If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** in writing:

Mr Carl Parkinson, Vice Principal, Harmonize Academy, 7 Phillimore Road, Liverpool L6 6DL

E carl.parkinson@harmonizeacademy.org

Yours sincerely,



Mrs Marie McConville
Principal