

# Octavo Governance - Governor Applications

## Privacy Policy

### *Introduction*

Thank you for your enquiry expressing interest in becoming a school governor. The role of governors is invaluable, and we appreciate your interest and willingness to volunteer. School governors play an extremely important role in ensuring that children and young people receive the best education possible. School governors bring a wealth of diverse skills, qualities and experience to ensure this.

We support schools and academies to fill school governor vacancies in Croydon and Bromley, so it is important that you let us know the geographical area in which you wish to offer your services. Final decisions regarding appointments are made by the Boards in line with their procedures and governed by their Instruments of Government / Articles of Association.

When Boards seek to fill spaces, they must take due consideration of the skills required to contribute to effective governance and the success of the school and we forward relevant applications from those we have on file to the Boards. It is therefore important that when you make your application you provide us with full details of your skills.

We recognise that when you make your application, you will be supplying us with a lot of information about yourself, and that this will be forwarded to schools and academies in Croydon and Bromley. We recognise the importance of protecting that data and ensuring that it is only shared with those people involved in the recruitment process.

### *What Information Do We Collect About You?*

We collect a range of information about you and obtain this solely from the information you provide us with. This includes:

- Title;
- Name;
- Address;
- Contact details;
- Employment and work experience history;
- Skills;
- Education and Qualifications, including dates;
- References;

- Whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- Disclose of criminal and child protection matters;
- Driving details (where applicable).

We will also collect personal data about you from third parties, such as references supplied by your referees. When we receive your application form to be a governor, we will seek references immediately. Once your references have been received, your skills and qualities will be matched to a possible placement and your application form and references forwarded onto the Chair of Governors and Head Teacher for their consideration.

Different schools have different processes when they appoint governors and we recommend that this includes an interview. It will be for the individual school to let you know how it will gather additional data from you and how it will protect that data.

Once appointed, all school governors must have an enhanced DBS check, and this is the responsibility of the school. Therefore, we ask about your criminal record on our application form.

### *Why does Octavo process personal data?*

The organisation needs to process data to take steps to facilitate your request to become a school governor.

We match your skill set to relevant roles, and then forward your application to the school concerned so that it can be considered.

The lawful basis for doing this is dependent initially on your consent.

We are required, on behalf of Croydon and Bromley Local Authority to source potential Local Authority Governors for maintained schools, and in relation to this aspect of our work, we rely on the public task reason for processing your data.

It is also in our legitimate interests to process the data as part of our business is to support the governing boards of schools over and beyond the public task duty of sourcing Local Authority Governors. We have considered whether or not those interests are overridden by the rights and freedoms of applicants and have concluded that they are not.

We ask you whether you have a disability so that we can make reasonable adjustments for you. The lawful reason for requesting this information is consent, and the conditions for processing it are to carry out our responsibilities under equalities legislation.

The lawful reason we ask about your criminal record is consent, and the condition for processing is a legal requirement as all governors must have an acceptable DBS as required by The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 (maintained schools) and Articles of Association (Academy schools).

### *How We Protect Your Data?*

Octavo takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Octavo utilises and expands on the National Cyber Security Centre (NCSC) Cyber Essentials Framework to secure our data. Data is protected by firewalls, local and domain passwords or personal identification numbers. All mobile devices are encrypted. Octavo limit the access to data by applying network policies using Microsoft Windows Active Directory, Microsoft 365 Security and Compliance or an appropriate mobile device management system solution. All Microsoft Windows devices are protected with anti-virus software which is updated regularly. This protection includes potential unwanted applications (PUA) and malware. All Microsoft Windows devices are configured to regularly download operating and application updates. All data stored on Octavo servers is backed up daily to a secure remote off-site backup service.

When we send your information to schools we make sure we do so in a secure way.

### *Where We Store Your Data and Who Will See It*

Your application form, and references will be stored electronically and accessible by the Octavo Governance team only. Your application form and personal statement will be shared electronically with relevant chairs of governors and head teachers, and they may make hard copies of them.

### *How Long We Keep Your Data*

We will retain your data until you tell us that you no longer wish to be considered for a role as a governor. If you are successfully appointed, we keep your information for the duration of your appointment plus one year.

### *Your Rights in Relation to the Data Octavo Holds About You*

As a data subject, you have a number of rights. You can:

- Withdraw consent for us to process your data;
- Access and obtain a copy of your data on request;
- Instruct us to change incorrect or incomplete data;
- Instruct us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- Ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact:  
[Octavogovernance@octavopartnership.org](mailto:Octavogovernance@octavopartnership.org)

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner <https://ico.org.uk/>.

### *Data Protection Officer*

We are not required to appoint a Data Protection Officer under the GDPR but have decided to do so voluntarily and our Data Protection Officer is Mr. Jolyon Roberts.

To contact our Data Protection Officer please email [enquiries@octavopartnership.org](mailto:enquiries@octavopartnership.org) and state 'FAO Data Protection Officer' or write to:

Data Protection Officer  
Octavo Partnership  
4th Floor, The Clock Tower  
Katharine Street  
Croydon  
CR9 1ET

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### **Octavo Governance**

*Working with you to improve the life chances of children  
through outstanding school governance*

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 020 8241 5486

 [@OctavoGovernors](https://twitter.com/OctavoGovernors)