

Governor / Trustee Applications Privacy Policy

Octavo Governance

Providing Trustees, Governors and Clerks with professional development, advice and consultancy, enabling Boards to deliver robust governance to jointly lead and manage schools, achieving the best outcomes for their pupils



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1. Brief introduction

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

We support schools and academies to fill school governor / trustees 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 statutory frameworks.

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, experiences and knowledge.

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.

2. What Information is collected

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 details;
- Skills;
- 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 / trustee, 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 Board Chair, Clerk and CEO / Head Teacher for their consideration.

Different schools have different processes when they appoint governors / trustees 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 / trustees 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.

3. Who we share the information with

Your application form, and references will be stored electronically and accessible by Croydon Council's Governance Team (operating under the 'Octavo' name). Your application form, personal statement and references will be shared electronically with relevant Board Chairs, clerks and CEOs / head teachers, and they may make hard copies of them.

4. The purposes and legal basis for the processing

We need to process data to take steps to facilitate your request to become a school governor / trustee. 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 Authorities 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 work 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 and trustees must have an acceptable Disclosure and Barring Service (DBS) check as required by The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 (maintained schools), Articles of Association (academy schools) and Keeping Children Safe in Education.

5. Storing the information

We take the security of personal data seriously. The Council has internal policies and controls in place to ensure your data is not lost, accidentally destroyed, misused or disclosed and to ensure that data is not accessed, except by those who have lawful authority in connection with the proper performance of their duties.

We recognise that the personal data it holds is valuable and must be managed properly as accidental loss, unlawful destruction or damage may cause distress to individuals concerned. Examples of our security processes include:

- Encryption - meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code or what is called a "cypher". The hidden information is said to then be "encrypted".
- Controlling access to systems and networks allows us to stop people who are not allowed to view personal information from getting access to it.
- Regular testing of technology and upgrading security measures including keeping up to date on the latest security updates (commonly called "patches".)

- Training of staff to make them aware of how to handle personal information and how and when to report when something goes wrong.

Where the Council engages third parties to process personal data on its behalf such parties do so on the basis of written instructions and are obliged to implement appropriate technical and organisational measures to ensure the security of data in accordance with the Council's policies, the outcome of any Data Processing Impact Assessment and the standards required by the 2018 Act.

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

6. Requesting access to your personal data

You have the right to ask us for a copy of the personal information that we hold on you. Please email octavo.governance@croydon.gov.uk. If you feel the information we hold on you is inaccurate, you can ask for it to be corrected or deleted. If your data is incomplete or out of date, you can ask us to update it by adding more details.

7. Consent

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 our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact: octavo.governance@croydon.gov.uk

8. Contact details for the Data Protection Officer

If you believe that we have not complied with your data protection rights, you can complain to our Data Protection Officer at DPO@croydon.gov.uk

9. The right to lodge a complaint with the ICO

If you believe that we have not complied with your data protection rights, after contacting our Data Protection Officer, you can complain to the Information Commissioner via casework@ico.org.uk. Further information can be found on the Information Commissioner website <https://ico.org.uk/>.

10. Council's Corporate Privacy Notice

You can find our corporate privacy notice at www.croydon.gov.uk/council-and-elections/privacy-and-open-data/privacy-notices/corporate-privacy-notice