

Governor Services

Wigan Council Governor Services Privacy Notice

Governor Services

Document Control	
Document title	Governor Services Privacy Notice
Purpose	
Author	Michelle Foster, Governor Services
Date of publication	September 2023
Owner/responsibility	Michelle Foster, Strategic Lead for School & Academy Governance
Distribution	
Version	Date Comments
Version 1.0	January 2020
Version 2.0	February 2022 To add sharing with Wigan Governors Forum and update lawful basis for National Governance Association
Version 3.0	September 2023 To add sharing with GovernorHub

Governor Services

This Privacy Notice was last updated on 1/9/2023. It is regularly reviewed and may be updated or revised at any time.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

1. INTRODUCTION

Our core data protection obligations and commitments are set out in [Wigan Borough Council Primary Privacy Notice](#).

This notice provides additional privacy information for **Governor Services**. The Governor Services team offers a high quality, comprehensive, professional, training and development service for governors, trustees, headteachers, executive leaders and clerks. The service exists to support boards in fulfilling their core functions, statutory duties and to promote high-quality governance in our schools and academies.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

In order to carry out activities and obligations as providers of services to you, we may process the following information:

- Name
- Title
- Address
- Email address
- Telephone number
- Current governorships (type of governor, any positions held on the governing body and term of office)
- Previous governorships (type of governor, any positions held on the governing body, terms of office served and reasons for resignations/suspensions)
- Training records (of attendance at LA organised/commissioned training events)
- Signed Declaration of Eligibility, and Business Interest forms
- Information provided by individuals as part of an application form to facilitate the Authority Governor appointment procedure.

Please note that this is not an exhaustive list.

Governor Services

3. HOW WE USE PERSONAL INFORMATION

The main purposes for processing your personal information are to:

- Maintain a governor database
- Contact governors regarding statutory changes in legislation and details of training opportunities
- Ascertain local authority governor vacancies to be filled (statutory role)
- Assess and report on vacancies across the Borough
- Support membership of the National Governance Association and the Wigan Governors Forum, where applicable.

4. LEGAL BASIS FOR PROCESSING

The main legal bases we rely on for processing your personal information are:

- We process the personal details of all school governors in order to carry out a task in the public interest. Additionally, we have a legal obligation under section 30 of the Education Act 2002 to hold the contact details of Chairs of Governors. We need the details of Local Authority Governors to fulfil our responsibilities to fill these vacancies when they arise.
- We process personal details (name and email addresses) of school governors, where the governors' school has joined either the National Governance Association or the Wigan Governors Forum, on the basis of implied consent given by the governor to the school when the schools join either of the organisations.

5. WHO DO WE SHARE PERSONAL INFORMATION WITH

In addition to the general reasons for information sharing described in the Council's primary privacy notice there is a legal duty on local authorities and their partners to co-operate in promoting the well-being of children and young people and adults and to make arrangements to safeguard and promote their welfare.

We may share your personal information with:

- The school(s) where you are a governor. (Please note that the school where you are governor has a statutory obligation to publish governor details on their

website and the national 'Get Information About Schools' (GIAS) website. (the school's own governor privacy notice will provide you with how they may share your data)

Governor Services

- Teams within Wigan Council working to safeguard and improve outcomes for children and young people where it is necessary to contact you for this purpose
- GovernorHub, our governor database provider in order for them to undertake contractual data processing requirements
- National Governance Association and Wigan Governors Forum (name and email address only) and other governance related organisations if the school where you are a governor buys membership of these organisations through their SLA with Wigan Council. The National Governance Association's Privacy Notice is available at Membership Privacy Policy.

Please note that this is not an exhaustive list.

6. HOW LONG DO WE KEEP PERSONAL INFORMATION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our Corporate Records Management Policy to fulfil legal, statutory and regulatory requirements.

7. AUTOMATED DECISIONS

All the decisions we make about you involve human intervention.

8. COOKIES

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in [Wigan Borough Council Primary Privacy Notice](#).