

PRIVACY INFORMATION

Integra Governor Development Service

South Gloucestershire Council

Privacy notice

A new data privacy law was introduced in the UK on 25 May 2018. As a result, we have published a new Privacy Notice to make it easier for you to find out how Integra (as part of South Gloucestershire Council) use and protect your information. We will not be changing the ways we use your personal information, but this new notice will provide you with additional details such as:

- your increased rights in relation to the information we hold about you
- how we keep your personal information secure
- the types of personal information we collect about you and how we use it
- the legal grounds for how we use your information

This Privacy Notice applies to the Governor Development Services (GDS), Integra provide to you including through our online portal at <https://cpd.sgsts.org.uk/governors/cpd/default.asp>.

This is an overview of:

- the types of information we collect about you
- how we collect and use it
- who we might share it with
- the steps we'll take to make sure it stays private and secure
- your rights to your information.

Who we are

- When we say 'we', we mean Integra, the trading arm of South Gloucestershire Council, who are the data controllers for the GDS we provide.
- The data controller is responsible for deciding how your information is used and ensuring it is private and secure.

Information we collect

We collect information about you when you subscribe to the services we provide for school members, trustees, governors, associate members and clerks. These services are either provided by subscription or purchased on a pay as you go basis.

The information is collected from the clerk acting on behalf of the governing board or directly from you, or from your school. Clerks are asked to use secure email or complete forms online.

We also generate information ourselves, for example to create signing in lists.

We will only collect your information in line with relevant regulations.

You are responsible for making sure the information we hold is accurate and up to date. This can be checked through the online portal.

The categories of information that we collect, process, hold and share include:

- Personal information (such as name, address, email and telephone contact numbers);
- Special category – accessibility, dietary requirements, and a DBS completion record.

How we use your information

We use your data to:

- Provide information to the local authority for the purposes of the exercising their LA statutory functions (*Legal references: Section 30 of the Education Act 2002*);
- Allow the LA to use their Powers of Intervention (*Legal references: Educations and Inspections Act 2006 and the Schools Causing Concern statutory guidance for LA's*);
- Enable the local authority to communicate with governors and governing boards (for example Using Powers of Intervention);
- Provide all users with the appropriate level of service, to effectively communicate and deliver services to all users;
- Assess the quality of our services so that we may reflect on our own practices to support improvement and provide the highest quality services that we can to all our users.

The lawful basis on which we process this information

Processing is necessary for the performance of a contract to which the data subject is party

Each subscribing school has a service level agreement with Integra. Integra GDS provides access to advice, guidance, password protected subscribers website and a range of training and development opportunities. It is necessary to hold details of governors and clerks from each governing board to provide access to the services and fulfil our contract with the schools.

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

The following statutory duties of South Gloucestershire Council have been contracted out to Integra Schools, GDS. Integra GDS deliver these functions in schools in South Gloucestershire.

Special categories of personal data

We do not process any special categories of personal data except where necessary for the reasons of substantial public interest in complying with legal obligations or where necessary to protect the vital interests of users, for example to ensure that

venues are fully able to meet delegates needs. Safeguards are in place to ensure that this personal data is kept secure. Where special categories of users personal data is collected it shall not be used for the purposes of automated decision making and/or profiling.

Storing this information

The Integra Schools, GDS holds member, trustee, governor, associate member and clerk data for one year after the service was informed (usually by the clerk to governors) that the individual is no longer a serving member, or the clerk has resigned. At which point the Governor Services Officer responsible for the database will delete the individual's record.

Transferring your information overseas

Your information is not currently transferred and stored in countries outside the UK or the European Economic Area (EEA). However if we need to in the future we will ensure the non-EU countries have an appropriate level of protection for your data and before doing so we'll also inform you.

Who we share this information with

We share your information with Webbased who provide the Governors portal to support delivery of our GDS. This is done in accordance with the security requirements of the latest data protection law.

It may be necessary to share contact details (usually email addresses or telephone numbers) to departments within Integra Schools and South Gloucestershire Council where they need to make direct contact. This will usually be the chair or clerks details.

Why we share member, trustee, governor, associate member and clerk information

It may be necessary to share information with Integra Schools Departments or South Gloucestershire Council colleagues in order that they can contact an individual regarding a school issue, email important information or to provide support/guidance or interventions.

Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to ask us to delete your information, to object to or restrict processing of it, to ask to make your information portable and to make a complaint.

- You can update or correct your own information at any time by visiting the My Profile area of the site to change your contact details, user name and password.
- You can see the information we hold by visiting the My Profile area of the site to look at the contact and course information we hold for you.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

Web statistics

We collect web statistics automatically about your visit to our site based on your IP address. This information is used to help us track what people are doing on the site so that we can improve it. We don't use this information to identify you as an individual and you will remain anonymous.

Cookies

We sometimes store small files called 'cookies' on your computer or other device to help improve your experience on the website. Our cookies cannot be used to identify you personally. Find out about [the use of cookies](#).

Further advice

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.