

Governors Policy

This policy is for all members of the school's governing body whether a member of staff, parent or co-opted governor. It should be read in conjunction with the Governors Code of Conduct, the school's data protection policy and the relevant privacy notices.

The policy covers the following:

- The process for circulating information prior to governors meetings
- The requirements for storage and security of data both on and off site
- The requirements relating to the disposal of personal data

The scope of the policy:

- 1.1 This policy applies to all documentation/paperwork (paper or electronic copies) that are provided to the governing body members in their role as governors.
- 1.2 The policy applies to governors for the full period of time that they form part of the governing body and, for some purposes, beyond.
- 1.3 The policy primarily focuses on the governors' obligations and responsibilities when dealing with personal data and should be read in conjunction with the Code of Conduct for governors.

Relationship with existing policies:

- 2.1 This policy should be read in conjunction with the following policies:
 - 2.1.1 The Governors Code of Conduct
 - 2.1.2 The Privacy Notices for Staff and Pupils/Parents
 - 2.1.3 The Data Protection Policy
 - 2.1.4 The records management and retention policy

The process for circulating information prior to governors meetings:

- 3.1 The school will provide all of the information required for each governors meeting in advance [by email/in paper copies to be collected from school/in paper copies to be sent to your home address]. In accordance with the Governors Code of Conduct all of the information received from the school should be kept confidential at all times.
- 3.2 The information provided may, from time to time, contain personal data of pupils/parents or staff members and this personal data will need to be processed in accordance with the GDPR and Data Protection Act 2018. Governors should ensure that they refer to the relevant privacy notice.
- 3.3 Where the school provides information via email the Governor should ensure that the email is opened on a secure home network laptop or computer and not on a publically accessible laptop/computer. If, as a result, you require a hard copy of the information please speak to the clerk/head.

3.4 Where the school provides the information in paper copy to be collected from the school the Governor must collect this paperwork themselves and not send a third party unless this has been arranged in advance with the Head/Clerk. Please note that a third party may be asked to provide identification.

The requirements for storage and security of data both on and off site:

4.1 Once the governor is in receipt of the information from the school it is the governor's responsibility to keep that information secure, particularly where that information contains personal data.

4.2 Governors should not share the data with anyone else outside the governing body or, where relevant, the school staff, local authority or Ofsted.

4.3 Governors should ensure that any information containing personal data is stored securely. Information stored electronically should be stored on a password protected computer with up-to-date anti-virus protection. Information stored in paper copy should be kept secure at all times.

4.4 Governors should not make copies of any information that they receive.

4.5 Where a governor receives the information via email the relevant email and attachments should be saved in a secure folder (password protected) and then the email should be deleted from the inbox.

4.6 If a governor loses any information or has the information stolen, then this should be reported to the school as soon as possible. If the information contains personal data then the Data Protection Officer will need to be informed.

The requirements relating to the disposal of personal data:

5.1 All documents received in conjunction with your role as Governor should be kept in line with the periods set out in the record management and retention policy.

5.2 Once the retention period has passed Governors must confidentially destroy all information held. If it is not possible to destroy the information in a confidential way then the information should be returned to school in order for the school to dispose of the information.

5.3 If a Governor leaves the governing body then it is their responsibility to ensure that all information is returned to the school to be disposed of from there.

5.4 All documents should be destroyed in line with the record management and retention policy.

Policy Review:

This policy should be reviewed within 12 months of the date it was written.