

Governor Application for LGB membership

Your Contact details

Title		
Surname		
Forenames		
Any previous names		
Occupation		
Residential Address		
Business Address		
Telephone		
Mobile		
Email		
Are you a member of any other governing body?	Yes: please state where	No
Are you a parent of pupils here?	Yes: please detail	No

Details outlining how we will use your personal information, in line with our data protection policies and the requirements of GDPR are included on page 3. Page 4 includes an extract from our data retention schedule for you records.

Please ensure that you complete and sign the declaration which follows. Once completed a copy should be returned to clerk@cornerstoneacademy.org.uk



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Declaration:

Personal Disclosure Form

I declare that I know of no reason why I could be disqualified from serving as a member of the School's Local Governing Body and that:

1. I am not and have not been in dispute with the school or with United Learning.
2. have no criminal convictions that would be revealed in a CRB check and which would preclude me from being or working with children or vulnerable adults.
3. I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000 and am not otherwise disqualified from working with children or vulnerable adults.
4. I am not disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school
5. I have not been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body
6. I am not the subject of a bankruptcy restrictions order
7. I have not, at any time, had passed on me a sentence of imprisonment

Signature_____ Date_____

Supporting statement: *Please tell us why you would like to be considered for membership of our Local governing body (LGB). You might like to indicate any relevant skills, experience or qualifications.*



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How we will use your personal information

The school and United Learning will use your information to contact you on matters pertaining to the school's business and to enable us to comply with regulatory requirements. Your personal data will only be made available to colleagues who need it to carry out the above.

On our website we are required to publish your date of appointment, attendance at meetings and business interests. We also publish a photograph and short biography.

Upon your appointment as an LGB member we will be required to share your personal data with the following regulators:

Organisation	Data Shared
ESFA (Get information about schools GIAS)	Name, any previous names, address, email, date of appointment, date of birth.
Department for Education (School census)	Names, address, date of birth, national insurance number

Our legal basis for sharing with these organisations is legal requirement.

You will be contacted separately regarding your DBS check. Information regarding this check will be recorded on our single central record which may be viewed by Ofsted and/or ISI.

We will store your data in our Education Information Portal (EIP), which is a secure, bespoke United Learning database. Your email address will be stored within office 365. We will provide you with a new school email address for governor use.

The school uses Teams for circulation of LGB papers.

Our legal basis for processing these data is legitimate interests.

Your data will remain within servers sited in the EEA.

We will keep data relating to LGB business for the periods identified in annex A.

GIAS

Multi academy trusts must also provide full details of their local GB members.

Some of the above information shared on GIAS will be fully accessible to the public this includes name and appointment date, business and pecuniary interests.

All other Information that also needs to be supplied as above **will not** be made available to the public.



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Annex A	Extract from Group data retention schedule				
	Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record.
1.1.1	Agendas for Governing Body meetings	May be data protection issues, if the meeting is dealing with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL
1.1.2	Minutes of, and papers considered at, meetings of the Governing Body and its committees	May be data protection issues, if the meeting is dealing with confidential issues relating to staff			
	Principal Set (signed)			Life of Academy	
	Inspection Copies			Date of meeting + 3 years	SECURE DISPOSAL



1.1.3	Reports presented to the Governing Body	May be data protection issues, if the report deals with confidential issues relating to staff		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports, then the reports should be kept for the life of the Academy	SECURE DISPOSAL or retain with the signed set of minutes
1.1.4	Meeting papers relating to the annual parents' meeting held under Section 33 of the Education Act 2002	No	Education Act 2002, Section 33	Date of the meeting + a minimum of 6 years	SECURE DISPOSAL
1.1.5	Trusts and Endowments managed by the Governing Body	No		PERMANENT	
1.1.6	Records relating to complaints dealt with by the Governing Body	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL



	Records relating to LGB membership contact details, pecuniary and business interests of individual members of a LGB	Yes	It is a statutory obligation for all schools to register the details of all their governors on GIAS	Held securely on the EIP system for the duration of the service of the LG member + 1 year	Secure disposal
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