

Sheffield Catholic Schools Partnership Acceptable Use Policy for Governors

Sheffield
Catholic
Schools
Partnership



St Ann's Catholic Primary School

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Planned Review: Annually in September

Reviewed Date: September 2020

Sheffield Catholic Schools Partnership

Acceptable Use Policy for Governors

The General Data Protection Regulation concerns the protection of personal data. Whilst not all paperwork for governor meetings contains personal data it is sensible to adopt protocols for all paperwork that governors are likely to need to access in fulfilling their roles.

The following protocols ensure compliance with data protection and minimize the likelihood of data breaches, while allowing governors appropriate access to documentation.

1. Governors must be aware of and adhere to the school's Data Protection Policy.
2. In some cases it may be necessary for governors to correspond via email with either other governors or members of school staff to fulfil their role. Governors must avoid the use of shared email addresses or work email addresses for these purposes, and should restrict the sharing of any personal data by this means to the absolute minimum required.
3. Governors requiring paper copies for any aspect of their role as governors should request paper copies from the Clerk to Governors. This includes papers for upcoming meetings, in addition to papers from previous meetings if required for the role.
4. Paper copies will be posted by recorded delivery, hand delivered, or can be collected from the Clerk to Governors in person.
5. Paper copies will be numbered and the Clerk to Governors will keep a record of who was sent each copy.
6. Governors must not save electronic copies of documentation to personal or work computers, print their own paper copies or duplicate any paper copies provided by the Clerk to Governors.
7. Governors should return paper documentation to the Clerk to Governors who will record their return. To minimise the likelihood of data breaches, governors are advised to return paper copies to the Clerk to Governors immediately following the meeting concerned, and under no circumstances at a later time than indicated below:
 - a. Governing Body meeting papers – date of subsequent Governing Body meeting*
 - b. [Curriculum Committee] meeting papers – date of subsequent [Curriculum Committee] meeting*
 - c. [Finance / Premises Committee] meeting papers – date of subsequent [Finance / Premises Committee] meeting*

- d. [Personnel Committee] meeting papers – date of subsequent [Personnel Committee] meeting*
- e. [Strategy Committee] meeting papers – date of subsequent [Strategy Committee]
- f. Appeals, disciplinary, exclusions, admissions, etc – returned immediately following the meeting

Records from earlier meetings are available to governors if required for them to discharge their role – for example to compare personnel records from one year to the next. These can be accessed by requesting records of previous meetings from the Clerk to Governors. Paper copies will again be numbered and the Clerk to Governors will keep a record of who has requested a paper copy of previous paperwork. These paper copies will be returned to the Clerk to Governors at the subsequent committee meeting concerned.

- 8. On termination of their term of office, governors must return all outstanding paper copies, irrespective of 7.
- 9. Should a governor become aware of a potential data breach (through loss of paper documentation from a governors meeting) they must alert the school’s Data Protection Officer immediately.

Name of governor:	
Signed:	
Date:	