

**GORDANO SCHOOL ONLINE BALLOT:
PARENT GOVERNOR ELECTION 2021**

The small print!

1. The aim of using an online ballot facility is to make the process as accessible as possible to parents, especially in the current Covid-19 pandemic.
2. The ballot will be conducted as a secret ballot and the voting preferences of parents will be secret. Parents will be asked to provide their names and a contact email or telephone number as a means of verifying their eligibility to vote, but these details will be accessible only to the Headteacher, as Returning Officer and the Clerk to Governors as his assistant in counting the vote. This information will be treated in absolute confidence.
3. As votes are returned, they will be checked off against the pupils on the school register to ensure that each parent only votes once. This will be done by the Clerk to Governors as described in point 2 above, in the strictest confidence.
4. In the unlikely event that there is an attempt to use a parents' identity to cast a duplicate vote, all votes from that individual will be discounted and the parent contacted directly by the Returning Officer to resolve the issue.
5. All nominees will be invited to view the count data on the closing day of voting. This will be anonymised data that indicates the number of votes received by each candidate only, and not the identity of voters, to protect the integrity of the secret ballot.
6. Voting returns that allocate votes to more than one candidate for the same vacancy will be counted as spoilt for that vacancy.
7. Parents will be informed of the election by email and in the case of those parents for whom we do not have an email, by letter. We will also publicise the election on the school website.
8. Parents who do not wish to vote online can return a paper voting slip to school by post. Please email the Clerk via ldowney@gordanschool.org.uk to request a paper copy.
9. The school will use Microsoft Forms to collect responses; this is a commonly used tool for conducting surveys, polls and evaluations. Microsoft Forms data is stored on servers in the United States, with the exception of data for European-based tenants. The data for European-based tenants is stored on servers in Europe. Data collected as part of this ballot is not sensitive in terms of GDPR definitions of personal data. It is reasonable to say that the security of data using this system is as robust as would be the case using a conventional postal ballot.
10. The data collected and stored online will only be retained by the school until the election process is deemed complete and then deleted.