



Longmoor

Community Primary School

Together we grow, explore, discover.

Privacy Notice: Governors

DFE:	Non-Statutory	Category:	GDPR
Last Reviewed:	February 2025	Reviewed by:	Mark Garside (HT)
Status:	ACTIVE		

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**DETERMINATION
RESPECT INTEGRITY
VALOUR EXCELLENCE**

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1. Introduction

This privacy notice explains how Longmoor Community Primary School collects, stores, and processes personal data in compliance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

This notice applies to all **current and former governors and volunteers**.

2. Categories of Governor Information We Collect, Hold, and Share

We collect, store, and process the following categories of personal data:

- **Personal details** (name, title, address, phone number, email)
- **Date of birth, marital status, and gender**
- **Emergency contact information** (name, relationship, phone number, email)
- **Education and employment details**
- **Disclosure and Barring Service (DBS) details**
- **Business and pecuniary interests**
- **Information provided as part of the application process**
- **Criminal records information (where required for safeguarding purposes)**
- **Data about your use of the school's IT and communication systems**
- **Photographs** (for school website and promotional materials)
- **CCTV footage** (images may be captured on school premises for security and safety purposes)
- **Video recordings from online meetings and school video conferencing platforms**
- **Information published on 'Get Information About Schools' (GIAS)**

Special Category Data:

- Race, ethnicity, religious beliefs, sexual orientation, and political opinions
- Health data (medical conditions, disability records)

3. Legal Basis for Processing

We process governor data under the following legal bases:

- **Article 6(1)(b) UK GDPR** – Processing is necessary for the performance of a contract
- **Article 6(1)(c) UK GDPR** – Processing is necessary to comply with a legal obligation
- **Article 6(1)(e) UK GDPR** – Processing is necessary for tasks carried out in the public interest
- **Article 9(2)(b) UK GDPR** – Processing special category data for employment, social security, and social protection law purposes

4. How We Use Governor Information

We use governor data to:

- Determine suitability and appointment as a governor
- Manage governor elections
- Ensure compliance with safeguarding policies and legal obligations
- Maintain public records (including publishing details on 'Get Information About Schools')
- Communicate with relevant stakeholders and third parties
- Manage financial records related to governor expenses
- Review and improve school governance practices

- Conduct investigations and manage complaints where required
- Ensure security through CCTV monitoring
- Monitor use of school IT and communication systems

5. Data Sharing

We may share governor data with third parties where necessary, including:

- **Department for Education (DfE) and Get Information About Schools (GIAS)**
- **Local Authority (Liverpool City Council)**
- **Disclosure and Barring Service (DBS) for safeguarding checks**
- **Ofsted and other regulatory bodies**
- **Professional advisors and consultants**
- **Law enforcement agencies where required by law**

All third parties are required to comply with data protection regulations and ensure appropriate security measures are in place.

6. Retention of Governor Data

Governor data will be retained **only for as long as necessary** for governance, legal, and safeguarding purposes. Full details are outlined in our **Data Retention Policy**, available upon request.

7. Data Security & Breach Management

We implement strict security measures to protect personal data from unauthorised access, loss, or misuse. Our **Data Breach Policy** outlines the procedures in case of a security incident.

8. Your Data Rights

Under data protection laws, you have the right to:

- **Request access** to your data (Subject Access Request)
- **Request correction** of inaccurate data
- **Request erasure** of certain data (where applicable)
- **Restrict processing** under specific conditions
- **Object to processing** in certain cases

For requests, please contact the **School Business Manager, Ms. D Coburn**.

9. Contact & Complaints

If you have concerns about how we process your data, please contact:

School Business Manager: Ms. D Coburn
Email: admin@longmoorcps.co.uk
Phone: 0151 521 5511

If unsatisfied, you may contact the **Information Commissioner's Office (ICO)**:

Website: <https://ico.org.uk/>
Phone: 0303 123 1113