



Privacy Notice for Trustees and Governors of Penwortham Priory Academy

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, phone number, address (including postcode)
- Characteristics information – e.g. gender, age, ethnic group.
- Governance information – e.g. role, start date, end date, governor ID

This list is not exhaustive – to access the current list of information the school processes, please see the school's **Information Asset Register & Record of Processing**, which can be located in the Business and Finance Team.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To enable the trust/school to meet its obligations and legal duties in relation to publishing governance information on GIAS
- To provide transparency around governance arrangements
- To enable the trust/school and the DfE to identify, with ease, individuals who are involved in governance and who govern at more than one school or within more than one trust
- To enable the DfE, when required, to conduct checks on the suitability of governors
- To keep pupils safe

Under the UK General Data Protection Regulations (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- For the purpose of keeping pupils safe, in accordance with part three of Keeping Children Safe in Education 2018.
- Academy trusts, under the Academies Financial Handbook, have a legal duty to provide the governance information as detailed above.

How do we collect your information?

We collect your personal information via the following methods:

- Trustee and Governor application form
- Trustee and Governor information record
- DBS form
- Record of business interests form

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

Your personal information is retained in line with the school's **Data Retention Policy**, which can be found on the EVERY System.

For more information about how we securely store your information, please see the school's **Data and E-Security Breach Prevention and Management Plan**, which can be found on the EVERY System.

Who do we share your information with?

We routinely share your information with:

- The Local Authority
- The Department for Education (DfE)

Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies. All trustee and governor data required by the DfE is entered manually on the GIAS system and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the trust or school holds about you.
- Restrict the processing of your personal information e.g. consenting to it being stored but restricting it being processed any further.
- Object to and prevent processing for the purpose of direct marketing and processing for the purpose of scientific or historical research and statistics.
- Object to decisions being taken by automated means.
- Have inaccurate or incomplete personal data rectified, blocked, erased or destroyed.
- Not be subjected to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- To request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we have about you, please contact the school's **Data Protection Officer (DPO)**.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's **DPO** in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the school's **DPO**.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <https://www.priory.lancs.sch.uk/>, the Gov.UK [website](#), or download our Data Protection Policy and Data Retention Policy.
