



## **Privacy Notice for Governors**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal information.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

St John's CE Primary School is the 'data controller' for the purposes of data protection law. Our data protection officer (DPO) is Mrs Jill Hicks.

### ***The personal information we hold***

We process data relating to those we employ, volunteer or otherwise engage to work at our school. Personal data that we may collect, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Recruitment information
- Personal information such as pen portraits
- Skills audit
- Safeguarding information
- Photographs
- Information about business and pecuniary interests
- Type of governor and terms of office
- IP addresses and online identifiers.

### ***Why we use this data***

The purpose of processing this data is to support the school to:

- Establish and maintain effective governance
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Meet statutory obligations for publishing and sharing governors' details
- Improve the management of governor data across the local authority.

### ***Our lawful basis for using this data***

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use if in a certain way;
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing this data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap and there may be several grounds, which justify the school's use of your data.

### ***Collecting this information***

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### ***How we store this data***

Personal data is stored in accordance with our Data Protection Policy and Records Retention Policy. We hold a governor file in which personal information and is stored. This file is kept secure and is only used for purposes directly relevant to your role as governor.

Once your role of governor with us has ended, we will retain / delete your personal information in accordance with our Records Retention Policy (a copy is available from the school office).

### ***Data sharing***

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

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our obligations to share certain information with it, such as details of governors
- Government departments or agencies (DfE, Ofsted) – to meet our obligations to share information about our governors.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as Governor Services and GovernorHub.
- Professional advisors and consultants
- Blackburn Diocese Board of Education
- Police forces and courts

### ***Transferring data internationally***

Where we transfer personal data to a country or territory outside the EEA, we will do so in accordance with data protection law.

### ***Your rights***

#### **How to access personal information we hold about you**

Individuals have a right to make a 'subject access request' (SAR) to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data and any consequence of this
- Give you a copy of the information in a n intelligible format

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our DPO.

### ***Your other rights regarding your data***

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent you data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our DPO.

### ***Complaints***

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our DPO.

Alternatively, you can make a complaint to the Information Commissioner's Office (ICO):

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113
- Or write to: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

### ***Contact us***

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our DPO