

## School Governors Privacy Notice

Under data protection law, individuals have a right to be informed about how St Matthews C of E Primary School uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with St Matthews C of E Primary School in a voluntary capacity, including governors

We, St Matthews C of E Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mr Tom Powell c/o St Matthew's C of E Primary School. (see 'Contact us' below).

### **The categories of information that we collect, hold and share include but are not limited to:**

- Personal information (such as name, address,);
- Contact details and preference (contact telephone numbers, email addresses, addresses);
- Details of your qualifications, skills, and experience for skills audit purposes;
- Information about your criminal record;
- Details of your appointment, including the appointing body, the date of appointment, and term of office;
- Training you have attended in your role as a governor;
- Your attendance and visits to the school in your role as a governor;
- Any roles or leadership responsibilities you hold within the governing body;
- Your business or other charitable interests;
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).

We may also hold personal data about you from third parties, such as information supplied by the appointing body and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

### **Why we collect and use this information**

The purpose of collecting and processing this data is to:

- enable you to serve as a governor
- enable us to comply with our statutory safeguarding obligations
- ensure we comply with our instrument of governance/terms of reference
- support effective governor development
- support effective management of the school
- fulfil statutory reporting to the Department for Education
- complete equalities monitoring and reporting
- respond to any governance issues
- improve the management of workforce data across the sector
- support the work of the school teachers' review body
- assess the quality of our services
- comply with the law regarding data sharing

## **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:

- Comply with 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 it in a certain way
- We need to protect your vital interests (or someone else's interests)

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 our use of your data.

Where we have obtained consent to use governors' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting Governor Information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain your information to us or if you have a choice in this. Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

## **Storing your data**

Any information about a governing body member is kept secure and is only used for purposes directly relevant to your term as a governor at the school. Once your term(s) of office with us has ended, we will retain this file and delete the information in it in accordance with our retention policy.

## **Who we share information with**

We routinely share information with appropriate third parties, including:

- The Department for Education - to meet our legal obligations to share certain information with it Ofsted
- Our auditors, to ensure our compliance with our legal obligations
- Professional advisers and consultants – for us to develop our service to best provide our public service
- Police forces, courts, tribunals

If we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Your rights**

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

Individuals have a right to make a 'subject access request' to gain access to personal information that the St Matthew's C of E Primary 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 consequences of this
- Give you a copy of the information in an intelligible form

You may also have a 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 data protection officer.

### **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 your 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 data protection officer.

### **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 data protection officer.

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

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

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Further Information**

If you would like to discuss anything in this privacy notice please contact the school office.

- If you cannot access the websites referred to above, The school data protection officer is Mr Tom Powell

If you cannot access these websites, please contact:

First Floor  
The Wellsprings  
Howell Croft  
Bolton  
BL1 1RU

Website - [www.bolton.gov.uk](http://www.bolton.gov.uk) or email - [schools.DPO@manchester.gov.uk](mailto:schools.DPO@manchester.gov.uk)