**PRIVACY NOTICE FOR Governance**

**Introduction**

Under data protection law, individuals have a right to be informed about how the Federation or 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 data.

This privacy notice explains what rights you have with regards to your personal data and how you can exercise those rights.

We, the White Horse Federation and school are the ‘data controller’ for the purposes of data protection law.

**DPO Contact Details**

If you need to contact us regarding your personal data, or if you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Lyn Rouse – [dpo@twhf.org.uk](mailto:dpo@twhf.org.uk)

**The personal data we hold**

We process your personal data in order to fulfil our official functions and meet legal requirements and to facilitate our safeguarding obligations.

The types of information that we collect, process, store and share include:

* Personal identifiers – your name, address, address history, NI number, passport, driving licence details, previous names,
* Special category data – ethnic, health, trade union
* Grievance and/or disciplinary outcomes
* Qualifications
* Driving licence number
* Images including CCTV
* **We collect this information so we can**
* To complete our DBS requirements
* Facilitate our safeguarding obligations
* To provide support, training and development
* Facilitate safer recruitment as part of KCSIE
* For the detection and prevention of crime
* To exercise or defence of legal claims

We only collect and use personal data that we need, we rely on one of the following grounds as set out in Article 6 of UK GDPR.

* **Public task**, the main lawful basis used for the processing of personal data is ‘public task’ for the delivery of pupil education.
* **Legal Obligation**, many record keeping requirements are set by parliament through statutory legislation.
* **Vital interests**, sometimes we need to process data to protect the life of an individual
* **Consent**, there may be times when we seek your consent to process particular types of data, this consent can be withdrawn at any time, if you have changed your mind, you can withdraw by contacting the DPO detailed on this notice.
* **Legitimate interest**, this is necessary for our legitimate interest. As a public authority we cannot rely on this, however for purposes outside the scope our tasks as a public authority we may consider legitimate interests.

**Collecting this information**

We collect personal data directly from you (data subject), we will also collect personal data from our DBS providers.

There are some occasions when you can choose whether or not to provide the data.

We will always tell you if it’s optional. If you must provide the data, we will explain what might happen if you don’t.

Where you have provided us with consent to use your date (and we are not reliant on any other lawful basis) you may withdraw this consent at any time. We will make this clear when requesting your consent.

**Where do we store your information?**

We store information in lots of different places, depending on what it is.

We create and maintain an online file within a secure platform, access to personal data is restricted. This platform is used for communication on governing body matters.

Once your work with us has ended, we will retain this file and delete the information in it in accordance with our retention guidelines that can be found within our retention policy.

**Sharing your personal information**

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 legal obligations to share certain information with it, such as safeguarding concerns
* The Department for Education

·     Educators and examining bodies

·     Our regulator [specify as appropriate e.g. Ofsted, Independent Schools Inspectorate]

·     Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll

·     Financial organisations

·     Central and local government

·     Our auditors

·     Survey and research organisations once consent has been obtained

·     Trade unions and associations

·     Health authorities

·     Security organisations

·     Health and social welfare organisations

·     Professional advisers and consultants

·     Charities and voluntary organisations

·     Police forces, courts, tribunals

·     Professional bodies

·     Employment and recruitment agencies

**Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

**Your rights**

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

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the School/Trust 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 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 complete this form.](https://thewhitehorsefederation.org.uk/gdpr)

**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 by 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 complete the online form.](https://thewhitehorsefederation.org.uk/gdpr)

**Complaints**

We take any complaints about how we collect and use your personal data 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.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner’s Office in one of the following ways:

·     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

We may change our privacy notice so please check this page from time to time, your continued use of our services indicates your acceptance of any changed terms that may have occurred during the interim.

Last updated 15th August 2023