Privacy Notice: How We Use Personal Information in Respect of Governors and Trustees

Categories of Governance Information We Process

The categories of governance information that we process include:

- Personal identifiers, contacts, and characteristics (such as name, date of birth, address, and contact details, emergency contacts).
- DBS disclosure record (to include DBS number).
- Governance details (such as role, start and end dates).
- Personal/business interests
- Training courses attended

Why We Collect and Use Governance Information

The personal data collected is essential in order for the school, academy, or academy trust to fulfil their official functions and meet legal requirements. We collect and use governance information for the following purposes:

- To meet the statutory duties placed upon us.
- To communicate effectively with governors/trustees
- To safeguard in the event of emergency
- To maintain a profile of training and professional competencies

Legal Bases for Processing

Under the UK General Data Protection Regulation (UK GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are:

- Article 6 (1)(c): processing is necessary for compliance with a legal obligation to which the controller is subject.
- Article 6 (1)(e): processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, and
- 9 (2) (c) To protect the vital interests of the individual.

Collecting Governance Information

We collect personal information via governor contact forms and data verification exercises undertaken periodically. Governance roles data is essential for the school, academy, or academy trust's operational use. While the majority of personal information you provide to us is mandatory, some may be requested on a voluntary basis. In order to comply with UK GDPR, 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 in this.

Storing Governance Information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep

your data safe, please visit the school academy or trust's Data Map, also referred to as the Record of Processing Activity (RoPA) and the Information and Records Management Society Toolkit for schools and for academies.

Who We Share Governance Information With

We routinely share this information with:

- Our Local Authority (LA).
- The Department for Education (DfE).
- Diocese and foundation trusts (as appropriate)
- Service providers, such as IT Support and Human Resources, as the need arises.

Why We Share Governance Information

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so. The DfE collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the DfE under section 538 of the Education Act 1996.

Requesting Access to Your Personal Data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact [include details of administrator/data protection officer]. Your rights include:

- The right to access information about you that we hold.
- The right to have your personal data rectified if it is inaccurate or incomplete.
- The right to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- [Include other rights as applicable, such as restricting processing or objecting to processing].

Withdrawal of Consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind or are unhappy with our use of your personal data, please let us know by contacting the Headteacher via info@hg-ps.org

Contact

If you would like to discuss anything in this privacy notice, please contact: Richard Lewis-Ogden, Data Protection Officer on DPO@bywaterkent.co.uk

Last Updated

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