Privacy Notice for School Governors

Who we are.

We are Chaddesley Corbett Endowed Primary School, Nethercroft Meadow, Lower Chaddesley, Kidderminster, Worcestershire, DY10 4QN. We are a voluntary aided school for children aged 2 to 11. This privacy notice explains how we collect, store and use personal data about our Governors. We Chaddesley Corbett Endowed Primary School are the 'data controller' for the purposes of the General Data Protection Regulation (GDPR) and as such we are obliged to inform you of the information, we hold on you, what we use it for, who we share it with, and for how long we keep it.

This privacy notice is intended for you as our governor, to give you a clear explanation about your rights, how we keep personal information safe, the legal basis we rely on to see information and the purposes for which we use the information we collect from you and the relevant third parties who we may share your data with.

The categories of personal data of school governors that we collect, hold and share:

Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses

- Date of birth
- Gender
- Occupation
- Start date.
- Skills and experience
- Information acquired as part of your application to become a governor / trustee (including copies of identity checks (including, where Standard or Enhanced Disclosure and Barring Service Checks, Barred Lists Checks, and disqualification checks, information about bankruptcy, references and other information included in a CV, application form or cover letter or as part of the application process)
- Information about pecuniary or business held by you or your family members.
- Information about other posts held by you.
- Information about your conduct
- Information about your use of our information and communications systems
- Photographs

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity or religious beliefs
- Information about your criminal records, fines and other similar judicial records

- additional personal information in the course of governor / trustee activities throughout the term of your appointment.

Chaddesley Corbett Endowed Primary School will use your data in line with the General Data Protection Regulations (GDPR) as follows:

- Data will be used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.

Why we collect and use this information.

The situations in which we will process your personal information are:

- Making a decision about whether to appoint you as a governor.
- Dealing with any processes for the election of governors
- Checking your suitability to be a governor
- Complying with our general safeguarding obligations
- Providing information on our website about our governors
- Providing information on any online databases to set out our governance arrangements.
- Communicating with stakeholders about the school
- Business management, administrative and planning purposes, including accounting and auditing.
- Financial information such as expenses claimed.
- Responding to complaints or investigations from stakeholders or our regulators
- Sending you communications connected with your role as a governor.
- Making decisions about your continued appointment as a governor
- Making arrangements for the termination of your appointment
- Education, training and development requirements
- For the purposes of carrying out governance reviews
- Dealing with legal disputes involving you or other stakeholders
- Complying with health and safety obligations
- For the purposes of keeping records about governor / trustee decision-making processes, including copies of minutes, reports and other documentation.
- Where you sit on a committee or a panel on a school matter we may process your name, opinions, comments and decisions attributed to you, for example, if you sit on a panel for the purposes of considering a complaint, exclusion or HR issue.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- To maintain and promote equality.
- To receive advice from external advisors and consultants

- In appropriate circumstances to liaise with regulatory bodies, the Local Authority, the DBS, the Department for Education or external governance support provider about your suitability to be a governor or in connection with other regulatory matters. Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations (such as to discharge our safeguarding obligations) or we may be unable to discharge our obligations which may be in the public interest or for official purposes.

The lawful basis on which we use this information.

Chaddesley Corbett Endowed Primary School will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

(a) Where we need to comply with a legal obligation
(b) Where we need to protect your interests (or someone else's interests)
(c) Where it is needed in the public interest or for official purposes
(d) Where we have your consent

Our lawful basis for collecting and processing governor information is defined in GDPR under Article 6. The following elements of the article apply:

a) Consent: where you have given Chaddesley Corbett Endowed Primary School clear consent to process your personal data for a specific purpose
b) Contract: the processing is necessary for a contract you have with Chaddesley Corbett Endowed Primary School
c) Legal obligation**:** the processing is necessary for Chaddesley Corbett Endowed Primary School to comply with the law.
d) Vital interests: the processing is necessary to protect someone's life.

Our lawful basis for collecting and processing governor information is further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special category data. The following elements of the article apply:

a) Where you have given your explicit consent to the processing of personal data for one or more specified purposes
b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject.

Collecting Workforce Information

A full breakdown of the information we collect on our governors can be found in the school's data mapping document.

On some occasions, we process personal information on the basis of consent, for example, when we wish to take and photo images for social media or school newsletters. 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 and Protecting Governor data

Chaddesley Corbett Endowed Primary School will hold on to Governors personal data for the duration of their term of office. The period for which detailed Governor data is held after the end of office is 6 years.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

Who We Share Governor Information With

We will share Governor information with appropriate external agencies to meet our legal obligation or where we have sought your permission. The agencies who we routinely share Governor information with include:

- the Local Authority
- the Department for Education
- SIPS Education Ltd
- the Education & Skills Funding Agency
- the Disclosure and Barring Service
- our external HR provider, for example, if you are involved in considering a disciplinary matter.
- the Police or other law enforcement agencies
- our IT provider
- our legal advisors / other external consultants
- insurance providers / the Risk Protection Arrangement

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.

Please contact our Data Protection Lead (see contact details at the end of this privacy notice) who can provide you with further details of who we share Governor information with as recorded in our data mapping document.

Failure to provide data.

Failure to provide the requested data may result in consequences such as:

- Delays in conducting mandatory background checks.
- Delays in supporting training and continued professional development.
- Increase health and safety risk
- A lack of compliance with legal obligations
- Remove the ability to conduct workforce policy monitoring, evaluations and monitor school finance

Requesting Access to your Personal Data and your Data Protection Rights

Under data protection legislation, Governors have the right to request access to information about them that we hold, through a Subject Access Request.

We will provide information in a way that is:

- Concise
- Transparent
- Intelligible
- Easily accessible
- Uses clear and plain language.

If you would like to make a subject access request, please contact our Data Protection Lead, the Headteacher via the email office@chaddesleycorbett.worcs.sch.uk

Data subjects have the following rights with regards to their personal information, as follows:

- Confirmation that their personal data is being processed.
- Access to a copy of the data
- The purpose of the data processing
- The categories of personal data concerned.
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period.
- Where relevant, the existence of the right to request rectification, erasure or restrictions, or to object to such processing.
- The right to lodge a complaint with the ICO or another supervisory authority.
- The source of the data, if not the individual
- The safeguards provided if the data is being transferred internationally.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress.
- prevent processing for the purpose of direct marketing.
- object to decisions being taken by automated means.
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;

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 Lead within school, the Headteacher via the email office@chaddesleycorbett.worcs.sch.uk

Contact Us

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

Chaddesley Corbett Endowed Primary School is registered as a Data Controller with the Information Commissioner's Office (ICO).

Our Data Protection Officer (DPO) is provided by SIPS Education Ltd. The following officers can be contacted via GDPR@sips.co.uk:

Amanda Moore
Chenille Tennant

You can also report a concern online to the Information Commissioners Office at https://ico.org.uk/concerns
Telephone Number 0303 123 1113

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF 12.

Changes to this privacy notice

This privacy notice may be updated from time to time. We encourage you to check this privacy notice from time to time to ensure you understand how your data will be used and to see any minor updates. If material changes are made to the privacy notice, for example, how we would like to use your personal data, we will provide a more prominent notice (for example, email notification or correspondence of privacy notice changes).