

## **Privacy Notice (How we use governor information)**

### **The categories of governor information that we collect, process, hold and share include:**

- personal information (such as name, address, phone numbers, email address)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- Safeguarding/child protection records
- Disclosure and Barring Service outcomes

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

We use your data to:

- facilitate effective communication between school and governors
- inform the development of governor recruitment and retention policies
- safeguard children and young people
- facilitate training
- monitor compliance with equal opportunities policies and legislation
- comply with UK legislation

### **The lawful basis on which we process this information**

We process this information under Article 6 (1) (e) of the General Data Protection Regulation: "Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority invested in the controller".

Special category data is processed under Article 9 (2) (b) of the General Data Protection Regulation: "Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject".

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it may be provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Storing this information**

We hold your data for the period of time detailed in our "Data Retention Schedule", which can be found on the school website, or on request from the school office.

## Who we share your information with

We routinely share your information with:

- our local authority (Oxfordshire County Council)
- the Department for Education (DfE)
- GovernorHub (Ortoo Technologies)
- Microsoft Office 365 (email communication/correspondence storage)
- The Disclosure and Barring Service

Governor names and school email addresses may also be shared with the following external organisations:

- NSPCC training hub

## Why we share your information

We use your data to:

- facilitate effective communication between school and governors
- safeguard children and young people
- facilitate training

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

## 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, please contact the School Business Manager.

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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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 Business Manager, via the school office.

*Last updated: August 2019*