

Governor Privacy Notice



Version	Date	Author	Comments
1	Sep 22	A Drugan	Updated following DPO review
2	June 23	A Drugan	Updated DPO address
3	June 24	A Drugan	Reviewed but no change
4	Sep 25	A Drugan	Reviewed and added individual responsibilities

Date Approved:	Sep 25
Approved By:	Headteacher
Statutory Policy	No
Review Cycle	Annual

This Privacy Notice is to help you understand how and why we collect your personal information and what we do with that information. It also explains the decisions you can make about your own information.

Who We Are

Under Data Protection legislation, the school is a data controller.

The contact details for the school are as follows:

The Headteacher
Westgate Community Primary School
Brooklands Close
Hospital Road
Bury St Edmunds
Suffolk IP33 3JX

Tel: 01284 755988

Email: head@westgatecp.co.uk

Our Data Protection Officer

The school's data protection officer is:

Data Protection Service Lead
Schools' Choice
2 Friars Bridge Road, Ipswich, IP1 1RR
Tel: 01473 944579
Email: data.protection@schoolschoice.co.uk

What is 'Personal Data'?

Personal data is information that we hold about you and which identifies you. This includes information such as your name, date of birth, nationality, address, next of kin, occupation, dietary and medical details and your photograph. Vehicle details for those authorised to use the School car parks also count as personal data.

How and why do we collect and use your personal data?

The School uses your personal data in order for you to act as a Governor of the School and for compliance purposes.

Examples of how we collect your data are:

- Your CV and biography
- Governor Form
- Declaration of Pecuniary Interests Form
- Verbal or written information from you or others
- Taking your photograph
- We do **NOT** collect biometric data

What personal data does the School process?

Below are some of examples of the ways in which we use your data:

- We use your details to contact you by email, post or telephone;
- We may collect medical information in case of any emergencies whilst you are on School site;
- We collect dietary information as food is sometimes provided for Governors;
- We collect details of your nationality to check your right to work in the UK;
- We obtain details of any overseas work that you have done and follow this up if necessary;
- We collect employment information, as well as other information that may lead to a conflict of interest in your role as Governor, such as any appointments, whether you have any children at the School, whether you have a contractual relationship with any relevant parties or companies.
- We record your attendance at meetings;
- We monitor the timescale of your role as a Governor;
- We record your skills that you provided in the Governor Form in order for us to assess the skills set across the Governing Body;
- If someone makes a complaint we may need to use your information to ensure that we deal with this properly;
- We may, on occasion, use photographs or videos of you for the School's website, social media sites, local news, prospectus and other marketing or teaching materials. We may continue to use these photographs and videos after you leave the Governing Body.

Who has access to your data?

The majority of your personal data collected will remain with the School and only used by the people who need to know the information. However there are some instances where the School will need to share your personal data with other parties, for example:

- We share your name and role on the Governing body publicly on the School's website;
- The Government. For example, we are legally required to provide some information, such as to Companies House or the Charity Commission. We will also share your information with the Department of Education when performing the Disclosure and Barring Service check;
- The School's Bank for money laundering due diligence purposes;

- If you have worked full time in another country in the last five years for more than three months, the School will ask that you contact the relevant place of work for a reference;
- Where needed, legal experts or other professionals/consultants/advisors to ensure we fulfil our obligations.
- Inspectors;
- Third party companies, such as web applications, to assist with Governor processes; • Third party 'cloud computing' services are used at School to store some information.

We will only share your information with other people or organisations when we have a good reason to do so and where the School is assured that your data will be kept securely. In exceptional circumstances, we may need to share it more widely than we would normally.

Sharing data outside the UK

Where we transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with data protection law.

Our legal grounds for using your personal data

The information below contains the legal grounds in which we rely on to handle your personal data.

- For the School's **legitimate interests**, such as ensuring the effective running of the School, looking after the School community, advertising and improving the School.
- For a **legal obligation**, such as disclosing your data to third parties such as the Government, Police and Local Authority where we are legally obliged to do so.
- For your or someone else's **vital interests**, for example in an extreme emergency.
- For the **public interest**, for example safeguarding and promoting the welfare of children, facilitating the effective operation of the School and for providing education services.

There are special categories of your personal data that need to be treated particularly sensitively and the School therefore has to further justify why it may need to use such data. These data types include racial or ethnic origin, political opinions, religious or philosophical beliefs, health information, details of criminal or suspected criminal convictions. Our justifications for processing these types of data are:

- You have given **explicit consent**;
- To carry out our obligations in the field of employment or **social security and social protection law**;
- To protect yours or someone else's **vital interests**;
- You have already made the data **manifestly public**;
- For the purposes of a **legal claim**;
- There is a substantial **public interest**;
- For the **provision of health or social care** or treatment.

Consent

On some occasions the School may ask for your consent to use your personal data. You may take back this consent at any time. However, any use the School has made of your information before you withdraw your consent will still be valid.

Please note that there are some circumstances where the School will not be able to accept your request for consent withdrawal as we may be relying on another justification for processing your data.

Your Rights

Individuals have a number of rights under Data Protection law which you can exercise. These include:

- If the data we have on you is incorrect, you can ask us to correct it;
- You can ask us to delete the information we hold on you in certain circumstances, such as when we no longer need the information;
- You can ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use the information, where it came from and what types of people/organisations it has been sent to;
- You can ask the School to restrict the use of your information where it is inaccurate, unlawful, no longer needed or where your right to object is apparent. This will be balanced with the School's legitimate interests for using the data;
- You can ask the School to send you or another organisation certain types of information about you in a machine-readable format.

Individual Responsibilities

Individuals are responsible for helping the school keep their personal data up to date. Individuals should let the school know if data provided to the school changes, for example if an individual moves house.

Individuals may have access to the personal data of other individuals in the course of their Governance. Where this is the case, the school relies on individuals to help meet its data protection obligations.

Individuals who have access to personal data are required:

- to access only data that they have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the school) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, and secure file storage and destruction);
- not to remove personal data, or devices containing or that can be used to access personal data, from the school's premises without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device.
- Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the school's disciplinary procedure. Significant or deliberate breaches of

this policy, such as accessing data without authorisation or a legitimate reason to do so, may constitute gross misconduct and could lead to dismissal without notice.

How long do we keep your personal data for?

The School will keep your data for as long as you are on the Governing Body. In some circumstances, such as for safeguarding, we will keep the information indefinitely.

For more information on retention of your personal data please refer to our retention schedule which is available via the School Office.

Contact

If you have any questions or concerns about the information in this Notice or your rights, you can contact the School using the details above. Alternatively, if you are still not satisfied with the way the School has handled your personal data, you can contact the Information Commissioner's Office on 0303 123 1113. For more information, please see <https://ico.org.uk/concerns/>.