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PRIVACY NOTICE FOR SCHOOL GOVERNORS

Newlands Primary School collects personal data about our governors. The personal data is required for the school to fulfil their official functions and meet legal requirements. The personal data collected is:

- Contact details (name, address, telephone no., email address & emergency contact)
- Date of birth
- Governor details (e.g. start and end dates, type of governor, appointed by, term, committees, responsibilities (e.g. vice chair) and governor ID)
- Business and other interests (e.g. business and pecuniary interests, relationships with members of school staff, governor roles at any other schools)
- Attendance record (e.g. at governing body and committee meetings)
- Criminal records certificate

We collect and use governor information, for the following purposes:

- a) to meet the statutory duties placed upon us. We have a duty to provide information to other organisations.
- b) the administration of the governing body such as governor elections, appointing governors, skills audit, arranging or providing training and development.
- c) to update GIAS (Governor Information About Schools) system which will increase the transparency of governance arrangements. All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework

The legal basis for our use of your personal data is:

- It is necessary to comply with our legal duty to provide governance information to the DfE and the Local Authority
- Maintained schools are required to apply for enhanced criminal records certificates
- It is necessary for the performance of a public task carried out in the public interest.

The legal basis for our use of special category personal data is:

- It is necessary for reasons of substantial public interest

We may share your information with the following organisations:

- **DfE.** We have a legal duty to provide the DfE with information about our governors.
- **Hampshire County Council.** We have a legal duty to provide HCC with information about our governors which enables the local authority to comply with its duties e.g. to provide training.
- **National Governance Association.** We share information on our governor's names and positions with the NGA. We do this so that governors can receive the NGA's weekly e-newsletter and access NGA's website and guidance centre.

Newlands Primary School will keep your personal information stored securely.

Your personal information will be retained in accordance with the School's Records Retention schedule which can be found on the school website.

You have some legal rights in respect of the personal information we collect from you. Please see the School's General Privacy Notice which can be found on the school website.

Under certain circumstances 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
- A right to seek redress, either through the ICO, or through the courts

You can contact the School's Data Protection Officer at: j.moore@newlands.hants.sch.uk.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>