# Privacy Notice for School Governors

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **Governors.**

We, the College Town Primary School, are the ‘**data controller**’ for the purposes of data protection law.

Our school Data Protection Officer is **Darren Rose of DHR Consultancy**, contact details contained within the ‘additional rights of a data subject’ section of this notice.

## The information that we hold and share includes:

* Name, contact details, type of governor and term(s) of office
* Business and Financial Interests, including relationships with staff members in school
* Governance roles in other schools
* Attendance at meetings and training sessions
* Photos for website and school notice boards
* CCTV Images

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

* Race, ethnicity, religious beliefs, sexual orientation and political opinions
* Disability and access requirements

## Why we collect and use this information

We use governor data to support the school to:

* Establish and maintain effective governance
* Meet statutory obligations for publishing and sharing governors’ details
* As part of our safeguarding obligations towards pupils
* Undertake equalities monitoring

If the school intends to process information other than the purpose originally stated at the time of collection, the school will provide you with information on the other purpose and with any other further information required, prior to any processing under the new purpose.

## The lawful basis on which we process this information

We process this information

* to meet our legal obligation to comply with the [School Governance (Constitution) (England) Regulations 2012](http://www.legislation.gov.uk/uksi/2012/1034/contents/made) and other statutory requirements
* to carry out other tasks in the public interest.

We process information in accordance with the UK GDPR under Article 6 ‘lawfulness of processing’ and Article 9 ‘Processing of special categories of personal data’**.**

The school relies on the following legal bases for personal information from Article 6:

Legal Obligation

Where the school needs to use your information in order to comply with a common law or statutory obligation.

The school also complies with Article 9 of the GDPR where it processes special categories of personal information. The special categories of personal information are : personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade unio membership, genetic information, biometric information, health information and information about sex life or orientation.

When we process these special categories of information we rely upon the following legal basis:

Substantial Public Interest

The processing is necessary for the reasons of substantial public interest.

The school relies on the following conditions for processing of personal information from Schedule 1 of the Data Protection Act 2018:

* Public Health purposes under 3(a) *necessary for reasons of public interest in the area of public health.*
* Statutory and government purposes under 6(1) (b) *is necessary for the reasons of substantial public interest.*
* Safeguarding of children and of individuals at risk under 18(1) *protecting an individual from neglect or physical, mental or emotional harm*

## Collecting this information

While the majority of information we collect from you is mandatory, in some cases 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.

## Storing this information

We hold data on local computer systems, Management Information System (SIMs) which can be accessed by the Local Authority, as well as on paper in locked filing cabinets. There are strict controls on who can see your information. We will hold data for a long as necessary in line with our retention schedule, after which the information will be securely destroyed.

## All staff handling your data have been trained on the principles of data protection and secure record handling using resources obtained from sources including the Information Commisioners Office (ico.org.uk) and the National Cyber Security Centre (ncsc.gov.uk).

## Who we share this information with and why

We publish some of this information on our website and routinely share some of it with our Local Authority and the DfE as required, e.g. for data returns. We do not share information about school governors with anyone else without consent unless the law and our policies allow us to do so.

To find out more about the data collection requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

**Transferring data internationally**

Where we transfer personal data to a country or territory outside of the United Kingdom, and, in accordance with the Data Protection Act 2018, either fulfil an adequate regulation, have an adequate safeguard or have an exemption for an occasional transfer.

**Automated decision making**

The school does not use any automated decision making which would have a legal or similar significant effect on you

## Requesting access to your personal data held by the school

Under data protection legislation, you have the right to request access to information that we hold about you. Under data protection legislation, parents and pupils have the right to request access any information, relating to them, that we hold through a ‘**subject access request’**.

In most cases you request will be free of charge unless it is a duplication of an already fulfilled request or if the school determines it to be manifestly unfounded or excessive then the school may either reject your request or charge a reasonable fee.

On receiving a request, and on establishing the identity of the requester, the school will fulfil the request within **1 month** of the request, but without undue delay, unless the request is complex or multiple and then the school will fulfil the request within **3 months** but inform you if it is complex within 1 month.

If you make a subject access request, and if we do hold information relating to you, we will:

* Give you a description of it
* Tell you why we are holding and processing it, and how long we will keep it for
* Explain where we got it from, if not from you or your child
* Tell you who it has been, or will be, shared with
* Let you know whether any automated decision-making is being applied to the data, and any consequences of this
* Give you a copy of the information in an intelligible form

Full details can be viewed in the school Data Protection Policy Appendix Three ‘Procedures for responding to subject access requests made under the UK GDPR’

You can make a request in any form but for the best response, please write to:

The head teacher

College Town Primary School

Branksome Hill Road

Sandhurst

Berkshire

GU47 0RH

## Requesting access to your personal data held by the local authority.

If you would like more information about the information that Bracknell Forest Council holds about you, please contact: Data Protection Officer, Bracknell Forest Council, Time Square, Market Street, Bracknell, RG12 1JD.

More information and an online form are available via this link: <https://www.bracknell-forest.gov.uk/council-and-democracy/data-protection-and-freedom-information>

**The additional rights of a data subject**

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
* request your personal data be transferred to another controller in an easily readable format
* object to decisions being taken by automated means
* in certain circumstances, request for your personal data to be deleted or destroyed
* 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 wish to exercise any of your additional rights please contact our school Data Protection Officer: – Darren Rose,either via email: [**Darren.rose@dhrconsultancy.co.uk**](mailto:Darren.rose@dhrconsultancy.co.uk)

or via post: **DHR Consultancy, 50b Manchester Road, Huddersfield, HD7 5JA.**

**The right to complain**

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 office or The Head teacher.

College Town Primary School

Branksome Hill Road

Sandhurst

Berkshire

GU47 0RH

Or email secretary@collegetownprimary.com

Or call 01276 31933