

Privacy Notice (how we use governor information)
Nursling C of E Primary School
Date of Issue: November 2018
Review date: November 2019



Nursling C of E 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
- Bank details for payment of reasonable expenses (e.g. travel costs, child care costs)

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

- a) to meet the statutory duties placed upon us
- b) the administration of the governing body

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

- It is necessary to comply with a legal obligation.
- 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 data is that 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.
- **GovernorHub.** We share information on our governor's names and positions with the Governorhub. We do this to assist with the administration of the governing body.

Nursling C of E Primary School will keep your personal information stored securely.

Your personal information will be retained in accordance with the School's record retention schedule.

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, contact our Data Protection Officer via the school office.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete

- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

Contact:

If you would like to discuss anything in this privacy notice, please contact the school's Data Protection Officer, Lindsay Manning, via the school office.