Governor's Privacy Notice

This privacy notice tells you what to expect the School to do with your personal information when you provide the School with information about you or other family members.

The School is the data controller of the personal information we process, unless otherwise stated. This means the School determines the purposes for which, and the manner in which, any personal data about you and your family members is to be processed.

In some cases, your data will be outsourced to a third-party processor. Where the School outsources data to a third-party processor the same data protection standard that the School upholds are imposed on the processor.

The School Data Protection Officer will oversee and monitor the School's data protection procedures and ensure the School remain compliant with the UK General Data Protection Regulation and the Data Protection Act 2018.

The data protection officer can be contacted via email: dpo@johnperry.bardaglea.org.uk

What is personal information?

Personal information can be any information relating to a living person who can be directly or indirectly identified by reference to an identifier. A personal identifier includes your name, location, online identifier and identification numbers.

The personal data the School collect, hold and share includes:

- Personal information (such as name, title, address, telephone numbers and email address)
- Date of birth
- Gender
- Occupation
- Start date
- Skills and experience

- Information acquired as part of your application to become a governor/trustee (including copies of identity checks (DBS checks, disqualification checks, information about bankruptcy, references and other information included in a CV, application form or cover letter or as part of the application process)
- Information about pecuniary or business held by you or your family members
- Information about other posts held by you
- Information about your conduct
- CCTV images
- Information about your use of the School information and communications systems
- Photographs (for internal safeguarding and security purposes, school newsletters, social media (including the School website, Facebook page and X)

What is 'Special Category' personal information?

Some information is 'special' and needs more protection due to its sensitivity. It's often information you would not want widely known and is very personal to you. This is likely to include anything that can reveal your:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data

Where the School collects 'special category' data, we only use it when:-

◊ We have explicit consent;
◊ Processing is necessary to protect an individual's vital interests
◊ Processing is necessary for reasons of substantial public interest

and as set out in UK Data Protection Law. Please see our data protection policy for further information.

Why the School collect and use your information

The School will use the data:

- When deciding about whether to appoint you as a governor
- When dealing with any processes for the election of governors

- To meet the statutory duties and safeguarding obligations placed upon the School
- To enable you to serve as a governor
- Support effective governor development
- Fulfil statutory reporting to the Department for Education
- Respond to any governance issues
- Complete equalities monitoring and reporting
- Improve the management of workforce data across the sector
- Assess the quality of our services

The lawful basis on which the School use this information

The School holds the legal right to collect and use personal data relating to governors to meet legal requirements and legitimate interests set out in the UK GDPR and Data Protection Act 2018.

Most commonly the School will use your personal data to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, the School may also use personal information about you where:

- you have given consent
- it's necessary to protect your vital interests (or someone else's vital interests)
- it's required by law (e.g section 538 of the Education Act 1996)
- It's necessary for legal cases
- It's necessary for archiving, research or statistical purposes

Governor data is essential for the School's operational use. Whilst most of the personal information you provide is mandatory, some is provided on a voluntary basis. When collecting data, the School will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the School will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

In circumstances where the School have consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, contact the School data protection officer by email.

How long is your data stored for?

The School will only retain your personal information for as long as necessary to fulfil the purposes the School collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements. Details of retention periods for the different aspects of your personal information are available in the School Record Retention and Deletion Policy. To determine the appropriate retention period for personal data, the School consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which the School process your personal data and whether the School can achieve those purposes through other means, and the applicable legal requirements.

Who the School share your information with

The School will not share your personal information with anyone without consent unless the law and the School policies allow the School to do so. The School may have to share your data with third parties, including third-party service providers and other organisations.

In particular, the School may share your data with organisations including, but not limited to the following:

- The Local Authority including commissioned providers of Local Authority services
- The Department for Education (to find out more about the requirements placed on the School by the Department for Education including the data that the School share with them, please go to https://www.gov.uk/government/news/national-database-of-governors
- The Education & Skills Funding Agency
- The Disclosure and Barring Service (DBS)
- The Police or other law enforcement agencies
- The School auditors to ensure compliance with legal obligations
- Professional advisers and consultants

Your Rights

You have the right to ask the School for copies of your personal information. This right always applies and is commonly known as making a 'subject access request'. There are

some exemptions, which means you may not always receive all the information the School process for example if information is likely to cause serious harm to the physical or mental health or condition of you or any other person.

Information relating to or provided by a third person who has not consented to the disclosure, including images will be removed or obscured. If the School can't give you some or any of the information, the School will tell you why.

If you make a subject access request, and if the School do hold information about you the School will:

- Give you a description of it
- Tell you why the School are holding and processing it, and how long the School will keep it for
- Explain where the School 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

To make a request for your personal information, please contact the School data protection officer clearly stating:

- Your name and contact details
- The Information you want
- Any details or relevant dates that will help the School process your request

You also have the right to:

- object to processing of personal data in some circumstances.
- 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

How the School use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you

know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

The School use traffic log cookies to identify which pages are being used. This helps the School analyse data about web page traffic and improve the School website in order to tailor it to customer needs. The School only use this information for statistical analysis purposes and then the data is removed from the system.
Overall, cookies help the School provide you with a better website, by enabling the School to monitor which pages you find useful and which you do not. A cookie in no way gives the School access to your computer or any information about you, other than the data you choose to share with the School.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Further information on deleting and controlling cookies can be found at:

- http://www.aboutcookies.org/
- www.allaboutcookies.org

Contact Us

If you have any queries about how your personal information is handled contact the School Data Protection Officer by email: dpo@johnperry.bardaglea.org.uk

Complaints

We take any complaints about the School collection and use of personal information very seriously.

If you think that the School collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about the School data processing, please raise this with the School Data Protection Officer in the first instance.

Alternative, you can make a complaint to the Information Commissioner:



Report a concern online

casework@ico.org.uk

0303 123 1113

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

We may need to update this privacy notice from time to time so we recommend that you revisit this information. We may also notify you in other ways from time to time about the processing of your personal information. This version was last updated in September 2024.