

Privacy notice

How the school uses Governors' information

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, date of birth, telephone number, address, email address, photograph
- Governance information – e.g. role, start date, end date, governor ID

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To enable the school to meet its obligations and legal duties in relation to publishing governance information on Get Information About Schools (GIAS)
- To provide transparency of governance arrangements
- To enable trusts, schools and the Department for Education (DfE) to identify, with ease, individuals who are involved in governance and who govern at more than one school or within more than one trust
- To enable the DfE, when required, to conduct checks on the suitability of governors
- To keep pupils safe

Under the UK GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of keeping pupils safe, in accordance with the legal basis of public task.
- Governing bodies, under section 538 of the Education Act 1996, have a legal duty to provide the governance information as detailed above.

How do we collect your information?

We collect your personal information via the following methods:

- Governor application form
- DBS form
- Record of business interests form

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

How do we store your information?

Your personal information is retained in line with the school's Records Management Policy, which can be found in the School Office.

Who do we share your information with and why?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Where it is legally required or necessary, we may share your information with the following:

- The Local Authority (LA) – to meet legal obligations to share certain information, e.g. safeguarding concerns
- The Department for Education (DfE) – to meet legal obligations to share certain information, e.g. safeguarding concerns.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies. All governor data required by the DfE is entered manually on the GIAS system and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the trust or school holds about you.
- Object to the processing of your information 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.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact **Mrs J Morris, Headteacher on 625 5238 or Ian Mylett, Data Protection Officer (DPO) on 0151 558 1260 or dpo@techts.co.uk**.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns>

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact **Ian Mylett, Data Protection Officer (DPO) on 0151 558 1260 or dpo@techts.co.uk**

If you require further information about how we and/or the DfE store and use your personal data, please visit the Gov.UK website, or request a copy of our UK GDPR Data Protection Policy and Records Management Policy.