

# Privacy Notice Governors

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## Privacy notice for 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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the school in a voluntary capacity, including governors.

We, **Park Street Church of England (VA) Primary School, Lower Park Street, Cambridge, CB5 8AR**, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Nicola Cook (see 'Contact us' below).

### The personal data we hold

We process data relating to those volunteering at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

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):

### Why we use this data

The purpose of processing this data is to support school to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

### Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

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

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

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

## Collecting this information

While the majority of information we collect from you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## How we store this data

We hold data for varying lengths of time depending on what the information is.

- **Governors' names and contact details:** 6 years after the end of term, except for;
  - records which are solely for business operation (such as current contact information) which will be deleted within one month of their last required use and;
  - records which are contained within agendas, minutes and reports, which will be subject to retention periods as below
- **Agendas & Minutes:** Principal set (signed) retained permanently. Inspection copies held for 3 years after the date of the meeting.
- **Reports presented to the governing body:** Retained for 6 years unless minutes contain direct references to the individual reports, in which case a master copy should be kept permanently
- **Meeting papers of annual parents' meeting:** Retained for 6 years after the date of the meeting
- **Instruments of Government including Articles of Association:** Retained permanently
- **Trusts and Endowments managed by the governing body:** Retained permanently
- **Strategic & Action Plans:** Retained for the life of the plan plus 3 years
- **Records of complaints dealt with by the Governing Body:** Retained from the date of resolution of the complaint for 6 years, reviewed for further retention in the case of contentious disputes
- **Annual Reports:** Retained from the date of the report for 10 years
- **Proposals concerning change of status of maintained school:** Retained from the date the proposal was accepted or declined plus 3 years

## Data sharing

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

## Transferring data internationally

While we currently do not transfer personal data to a country or territory outside the European Economic Area, should we need to do so, we will do so in accordance with data protection law.

## Use of your personal information for marketing purposes

We do not use any of your personal information for marketing purposes.

## Your rights

### How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about 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
- 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

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

### Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

### Complaints

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

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

**To make a complaint, please contact our data protection officer.**

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Nicola Cook
  - [nicola@schoolsdp0.com](mailto:nicola@schoolsdp0.com)

*This notice is based on the [Department for Education's model privacy notice](#) for governors, amended to reflect the way we use data in this school.*