



Privacy Notice for Governors (How we use personal information)

This privacy notice explains how Sparsholt CE Primary School collect, store and use personal data about the school's governors.

When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Miss Carol Sheppeck.

Personal data that we collect, use, store and share (where appropriate) is required for the school to fulfil their official functions and meet legal requirements. It includes, but is not restricted to:

- Contact details (such as name, address, phone number, email address, emergency contact)
- Date of birth, proof of identity
- 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 (Disclosure & Barring Service)

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):

- Criminal offence data
- Disability and access requirements

Why we use this data

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

- the administration of the governing body (governor elections, appointing governors, skills audit, arranging or providing training and development).
- meet statutory duties placed upon us (duty to provide information to other organisations)
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- undertake equalities monitoring

If your application is successful, Sparsholt CE Primary School will

- use your contact details to contact you in relation to governor activities and matters such as training.
- ask you to provide emergency contact details which will be used in case of emergency
- retain your personal information until 12 months from the date you finish as a governor

If your application is unsuccessful, Sparsholt CE Primary School will

- retain your personal information for 6 months after the date you were notified of the decision.

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this (requesting consent). Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

Sparsholt CE Primary School will keep your personal information stored securely. We hold governor data in accordance with our retention schedule:

<i>Description of personal data</i>	<i>What is it used for?</i>	<i>What is the legal basis for it?</i>	<i>How long is it kept?</i>
<i>Governor name, address, DOB, contact details, DBS certificate number & date</i> <i>Minutes</i> <i>Business Interest Forms</i> <i>Election /Application Papers</i> <i>Training Records</i> <i>Meeting Attendance</i> <i>Complaints</i>	<i>School Governance</i>	<i>School Governance (England) regulations (2013)</i> <i>Compliance with a legal obligation</i> <i>Public Task</i>	<i>End of term + 1 year</i> <i>6 years then archive</i> <i>6 yrs</i> <i>1 year if successful otherwise 6 months</i> <i>6 years</i> <i>6 years</i> <i>6 years</i>

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our retention schedule.

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 (we have a legal duty to provide governance information to the DfE and Local Authority)
- carry out a task in the public interest

The legal basis for us to use your special category data and any criminal offence data is that it is necessary for

- reasons of substantial public interest

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.

Data sharing

We do not share information about you with any third party without your 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:

- 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
- Our Diocesan Board - to meet our obligations to share information about governors
- National Governance Association – we share information on our governor’s names and positions with the NGA. We do this so governors can receive the NGA’s weekly e-newsletter and access NGA’s website and guidance centre
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor support
- Hampshire CC Disclosure and Barring Service

Data collection requirements:

To find out more about the data collection requirements placed on us by the Information commissioners’ office go to <https://ico.org.uk/>

Requesting access to your personal data

Under data protection legislation, governors have the right to request access to information about them that we hold. To make a request for your personal information, contact: Miss Carol Sheppeck, Sparsholt C of E Primary School, Woodman Lane, Sparsholt Winchester SO21 2NR, dpo@sparsholt.hants.sch.uk

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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 Miss Carol Sheppeck, Sparsholt C of E Primary School, Woodman Lane, Sparsholt Winchester SO21 2NR email dpo@sparsholt.hants.sch.uk