



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 is to help you understand how and why we collect personal information about you and your child and what we do with that information. It also explains the decisions that you can make about your information.

We, Round Oak School and Support Service, Brittain Lane Warwick CV34 6DX, are the Data Controller for the purposes of data protection law.

Our Data Protection Officer role is met through the School Data Protection Officer service provided by the Local Authority (see 'Contact us' below).

The personal data we hold about Governors

Personal data that we may collect, use, store and share (when appropriate) about Governors includes, but is not restricted to:

- Contact details, contact preferences, date of birth.
- Application information.
- Some characteristics, such as ethnic background.
- Business interests, other school Governor positions and other roles.
- Data about your use of the school's information and communications system.
- Governor Training.
- Attendance at Governor meetings.

Why we use this data

We use this data to:

- To meet our statutory duties
- Support the work of the Governing body
- Support the work of the School
- Monitor and report on meeting attendance
- Record and distribute meeting minutes and agendas
- Provide a secure email address

- Comply with the law regarding data sharing.

Our legal basis for using this data

We only collect and use Governors' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with legal obligations.
- We need it to perform an official task in the public interest.

Less commonly, we may also process Governors' personal data in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests), particularly in an emergency.

Where we have obtained consent to use Governors' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using Governors' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

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

Whenever we seek to collect information from you, 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 keep personal information about Governors in paper and electronic formats and we retain the information permanently. If any safeguarding information has been recorded about a Governor, we are required to archive those records indefinitely. Our record retention is based on the recommendations found in the Information and Records Management Society's [toolkit for schools](#).

Data sharing

We do not share information about Governors with any third party without consent unless we are required to by law or our policies allow us to do so within the Regulations.

Below we list the reasons we share personal information about *Governors* and the organisations with which we share this information:

-To meet our legal obligations

- The Department for Education - data are entered on the *Getting Information about Schools (GIAS)* database.
- Our Local Authority - information such as safeguarding.
- Ofsted - to allow the service the school provides to be nationally assessed.
- Police forces, courts and tribunals.
- School website - uniquely, certain *Governor* information is made publically available and also published on our website.

-To allow suppliers to provide the service for which we have contracted them

- Leafhopper Evolve + - to manage external school events.
- Local Authority ICT Development Service - to provide a secure email address.
- Other Local Authority Services - to provide legal and support services.
- Governor Hub - to allow secure access to documents and information.

-To allow emergency services to provide vital and immediate help, (this is called "vital interest")

- Medical staff and Emergency Services.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Governors' rights regarding personal data

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, 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 with whom it has been, or will be, shared.
- 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.

Individuals also have the right for their personal information to be transmitted electronically to other organisations in certain circumstances.

If you would like to make a request please contact our School Data Protection Officer, (see 'Contact us', below).

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 School Data Protection Officer (see 'Contact us', below).

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 School Data Protection Officer (see 'Contact us', below).

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 **School Data Protection Officer**:

- schoolDPO@warwickshire.gov.uk
Warwickshire Legal Services,
PO Box 9,
Shire Hall,
Warwick
CV34 4RL

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