

Rucstall Primary School
Governor Privacy Notice (How we use personal information)



Rucstall Primary School is registered as a data controller with the Information Commissioner's Office for the purposes of the General Data Protection Regulation 2018 (GDPR) and is committed to ensuring that the personal data of its staff, students and Governors information is handled in accordance with the principles set out in the Act.

What information we hold:

Rucstall Primary School holds and processes personal data and sensitive personal data about its current, past or prospective governors and others who are defined as data subjects under the Data Protection Act.

This information is normally initially provided to the school by a prospective governor on an application form and is added to the school database on appointment. Information about governors is retained and disposed of in accordance with Hampshire County Councils Record Retention Schedules.

The General Data Protection Regulation allows us to collect and use information with consent of the data subject.

Personal Data

Personal data is data relating to a living individual who can be identified from that information or from other information in the schools possession.

The data we hold in school:

- Name
- Address
- Date of birth
- Copies of marriage/ birth certificates, utility bills, name change deeds, passports, driving licence etc.
- Next of kin, name, address and telephone number

Sensitive Personal Data

Sensitive Data relates to racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexual orientation, criminal convictions. Personal data concerning disability is sensitive data.

Why do we process personal data?

- Managing Governor recruitment
- Training and development
- Providing facilities such as the IT email service
- Monitoring equal opportunities
- Provision of wellbeing and support services
- Compliance with legal obligations such as making external/statutory returns to the Hampshire County Council

Why do we process Sensitive data?

- Equal opportunities monitoring
- Managing obligations under Equal Opportunities legislation

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How do we use your information:

The school will process your information in accordance with the General Data Protection Regulation. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely, be adequate, relevant and not excessive, be kept accurate and up to date, held only as long as necessary and not disclosed to any third party unlawfully.

Within the school, personal data may be shared between colleagues who legitimately need the information to carry out their duties.

Registration with our IT provider means that a member of the governing bodies name and email address will appear in the school internal email directory. This information may also appear on externally facing departmental webpages.

The school may monitor computing use through user names and log-ins to ensure adherence to the Acceptable Use Policy or for statistical purposes.

The school is required to obtain information about past criminal convictions as a condition of employment for certain posts. The school also undertakes DBS checks on all Governors.

The amount of personal information shared within the school will be no more than is reasonably necessary.

Data Protection Subject Access Requests:

Governors have a right to access information that the school may hold on them.

If a governor wants to see their personal data, they should speak to the Chair of Governors. Most requests for personal data can be provided quickly and easily.

If the school is unable or unwilling to agree to the request, a governor could make a **Subject Access Request**. A subject access request should be in writing and include:

- full name, address and contact details
- any information used by the organisation to identify the governor
- details of the specific information required and any relevant dates.

Arrangements should already be in place to deal with Subject Access Requests the time frame being one month under the GDPR.