

Home Farm Primary School Privacy Notice

How we use information about Governors

This document sets out details of how we collect, store and use information about individuals appointed to the Governing Body of Home Farm Primary School.

For the purposes of protecting your personal information, Home Farm Primary School is the 'Data Controller'. Our Data Protection Officer is Mrs V Carlin, School Business Manager, who can be contacted at the school.

The categories of Governor information that we collect, process, hold and share include:

- personal information, such as name, address, national insurance number;
- special categories of data including characteristics of information such as gender, and age;
- details of the term of appointment as a Governor;
- details of pecuniary or other interests.

Why we collect and use this information

We use Governor data to meet the requirements of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and to facilitate the effective running of the school. We also process your personal data for the purposes of carrying out a Disclosure and Barring Service and other safeguarding checks.

The lawful basis on which we process this information

We collect and use Governor information under Article 6 e) of the General Data Protection Regulations, which states that processing of data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

We also process 'special category' data under Article 9 2 g) of the General Data Protection Regulations which states that processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Storing this information

We hold your personal details including your Disclosure and Barring Service check securely on our files for the duration of your term of appointment with the school Governing Body. A copy of our retention schedule is available from the school on request.

Who we share this information with

We share your personal information with the local authority and the Disclosure and Barring Service for the specific purpose of carrying out a DBS check. We will ask you to provide

your specific consent to us sharing this.

We are required under the law to share information about you with the Department for Education. Information about you is published by the DFE on its 'Get Information about Schools' database.

We share information about you with the local authority for the purposes of providing support and training to Governors.

We share information about your pecuniary and other interests on our school website as we are required to do so under the School Governance regulations.

We do not share your personal data with anyone else outside of the school without your consent and unless the law and our policies permit us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mr R Potter, Headteacher.

You also have the right to:

- object to processing of personal data 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact Mrs V Carlin.

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