

## Privacy Notice

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Governors Services			
What personal data do we need from you?	<p>Personal data that we may collect, use store and share (when appropriate) about you includes, but is not restricted to:</p> <ul style="list-style-type: none"> <li>• Contact details</li> <li>• References</li> <li>• Evidence of qualifications</li> <li>• Employment details</li> <li>• Information about business and pecuniary interests</li> </ul> <p>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):</p> <ul style="list-style-type: none"> <li>• Race, ethnicity, religious beliefs, sexual orientation and political opinions</li> <li>• Disability and access requirements</li> </ul>			
Who will be using your Personal Data?	Who is the Data Controller?	The Learning Partnership Trust (Hatfield Heath Primary School)		
	Who is the Data Controller’s Data Protection Officer?	Lauri Almond (Essex County Council)		
	Are there any Data Processors?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Who are they?	n/a		
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s):	<p>To support the school to deliver Governor services including:</p> <ul style="list-style-type: none"> <li>• to establish and maintain effective governance</li> <li>• meet statutory obligations for publishing and sharing governor/director details</li> <li>• facilitate safe recruitment as part of our safeguarding</li> </ul>		

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council’s copyright may be subject to prosecution, claims for damages or other legal action.

		obligations towards pupils <ul style="list-style-type: none"> <li>• undertake equalities monitoring</li> <li>• ensure that appropriate access arrangements can be provided for volunteers who require them</li> </ul>		
	The Legal Condition(s):	<ul style="list-style-type: none"> <li>• Legal Obligation</li> <li>• Substantial Public Interest</li> </ul>		
Who else might we share your data with?		Central & Local Government, Other Education Providers, Regulatory Bodies		
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?		NO		
How long will your data be kept?	When will it stop being used?	When a Governor ceases to work for the school, plus one year		
	How long after this will it be deleted?	As above		
Our use of the data will be subject to your legal rights (marked if applicable):	Inform <input checked="" type="checkbox"/>	Access <input checked="" type="checkbox"/>	Rectify <input checked="" type="checkbox"/>	Erase <input type="checkbox"/>
	Restrict <input type="checkbox"/>	Portable <input type="checkbox"/>	Object <input type="checkbox"/>	Automate <input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:	For statutory purposes to ensure the smooth running of the school		
	This is what could happen if you refused to let us use your data for this purpose:	Not applicable		
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>				
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>				
<b>If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:</b>				
Postal Address	Essex County Council, County Hall, Chelmsford, Essex, CM1 1QH			

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

Email	IGS@essex.gov.uk
Phone Number	03330322970
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>	
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
Phone Number	0303 123 1113

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.