

Priory Rise School is a data controller as defined by data protection legislation and needs to use information about its governors to fulfil its legal obligations as a school, to run the school effectively and to pass information to the local authority (Milton Keynes Council) and to the national government (Department for Education). This notice describes what we collect, use and share (process) and why and what you should do if you have concerns about how the school is handling information about you.

### The personal data we collect and use

We collect and use information about Governors including:

- Contact details
- Biographical information and images
- References and results of DBS checks
- Information about business and pecuniary interests
- Attendance at meetings

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):

- Race, ethnicity, religious beliefs, sexual orientation
- Disability and access requirements

### Why we use this data

The purpose of processing this data is to support the school to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors’ details, including publishing your name, school role, pecuniary interests and attendance at meetings on the school website and passing information to the DfE to be published on the GIAS website.
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Send you information to assist you in being an effective governor, including information about school activities and events
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for governors who require them

### 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
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your (or someone else’s) vital interests

### Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear

whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you comes from you, but we may also hold data that has come from:

- Local authorities
- Government departments or agencies
- Governor recruitment organisations

### **How we store this data**

Personal data is stored in accordance with the school's records retention schedule which is based on the Information and Record Management Society's toolkit for schools.

We maintain electronic and paper files to store personal information about governors. The information contained in these files is kept securely and is only used by school staff and governors who need to know it for purposes directly relevant to your role

When your term of office with the school has ended, we will retain and dispose of your personal information in accordance with the records retention schedule. Personal information is disposed of in a secure manner.

### **Data sharing**

We share information about you with Milton Keynes Council and Government departments when required in order to meet our legal obligations and also so that Milton Keynes Council can send you information about your role as a Governor.

Where it is legally required, or necessary (and it complies with data protection law) we may have to share personal information about you with other bodies. For example, in the case of any safeguarding or legal issue we may have to share information with Milton Keynes Council and/or law enforcement agencies.

We will also share your name and email address with service providers such as GovernorHub so that you can set up an account. These are the services the school uses to help assure effective governance. These organisations will only use your data to invite you to subscribe and when you do, you will be subject to their own privacy statements.

### **Your Rights**

Under data protection legislation you have the following rights in relation to the personal data the school holds on you:

- to request access to the information the school holds on you. If you wish to do this please contact the Head Teacher
- to object to the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent your data being used for direct marketing
- to object to decisions being taken by automated means (the school does not currently take decisions about you by automated means)
- in certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed; and
- make complaints about breaches of data protection and seek redress

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with the school's Data Protection Officer in the first instance. If you are not happy with the outcome you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

Beverley Midwood (Data Protection Officer for Priory Rise School)

Email: [beverleydpservices@gmail.com](mailto:beverleydpservices@gmail.com) or in writing via the school office

*This notice is based on The Key model privacy notice for governors August 2019. Latest review September 2021*