



St Jude's Catholic Primary School Governor Privacy Notice

Policy Statement

We are St Jude's Catholic Primary School. During an individual's time with us, we will use information that we gather in relation to them for various purposes. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from the individual directly and data about the individual that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after they have left the school. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about our Governor representatives, why we process that data, who we share this information with, and the rights of individuals in relation to their personal data processed by us.

What information do we process in relation to Governors'?

We will collect, hold, share or otherwise use the following information about governor representatives':

- personal information (such as name, address, home and mobile numbers, personal email address, vehicle registration and emergency contact details, conflicts of interest)
- governor representatives' appointment information (such as start dates, length of term, employment status, professional status, religion, post held, roles and salary information, bank/building society details)
- attendance record information (such as number of absences and reasons, committees attended)
- qualifications / training courses attended and skills
- other information (such as criminal records information (including the results of Disclosure and Barring Service (DBS) checks), details in references on appointment, CCTV footage and images)

We will also use special categories of data including such as gender, age, ethnic group, religious or similar beliefs. These types of personal data are subject to additional requirements.



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Where do we get information from about our governor representatives'?

A lot of the information we have about governor representatives comes from the individuals themselves. However, we may also obtain information from tax and regulatory authorities such as HMRC, the DBS, other members of staff and publically available resources including online sources. In addition, we may obtain information from automated monitoring of our websites and other technical systems such as our computer networks and systems, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and internet facilities, telephones, voicemail and mobile phone records.

Why do we use this information?

We will process the personal data of governor representatives for the following reasons:

1. Where we are required by law, including:
 - To comply with the law regarding data sharing (see further below)
 - To comply with specific employment law requirements, including our obligations as an employer under employment protection and health and safety legislation, and under statutory codes of practice such as those issued by ACAS
 - To comply with legal requirements in relation to equalities and non discrimination
2. Where the law otherwise allows us to process the personal data, or we are carrying out a task in the public interest, including:
 - Checks in relation to the right to work or hold office in the UK
 - To safeguard our pupils and other individuals
 - To ensure safe working practices
 - In the interests of ensuring equal opportunities and treatment



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3. Where we otherwise have the consent of the individual

Whilst the majority of processing of personal data of governor representatives' will not require consent, we will inform individuals if their consent is required and seek that consent before any processing takes place.

Why do we use special category personal data?

We may process special category personal data of governor representatives for the following reasons:

1. To carry out our legal obligations in relation to UK and other appropriate laws, where this is in accordance with our Data Protection Policy.

Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

Failure to provide this information

If a governor representative fails to provide information to us, then this may result in us being unable to comply with our legal obligations.

How long will we hold information in relation to governor representatives'?

We will hold information relating to our governor representatives' only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

Who will we share information with about our governor representatives'?

We routinely share information about governor representatives' with:



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- Local authorities, to assist them in the exercise of their responsibilities in relation to safeguarding purposes
- The Department for Education and/or the ESFA, Companies House and other government bodies in compliance with legal obligations of St Jude's Catholic Primary school to provide information about governor representatives' as part of statutory data collections.
- Our professional advisors including legal and HR consultants and external auditors

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Rights of governor representatives' in relation to their personal data

All governor representatives' have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Headteacher : Mrs Bernadette Smith

Please also refer to our Data Protection Policy for further details on making requests for access to governor representatives' information

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means



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- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact the head teacher. The law does not oblige St Jude's Catholic Primary School to comply with all requests. If St Jude's catholic Primary school does not intend to comply with the request, then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer: Maria Dann at enquiry@stjuderc.bham.sch.uk in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Bernadette Smith

Head Teacher