

PRIVACY NOTICE GOVERNORS

Policy Statement

We are Curzon Crescent and Fawood Nursery School and Children's Centres Partnership. During your time as a Governor, we will use information that we gather for various purposes. Information that we hold in relation to you is known as your "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left our organisation, in accordance with our Data Retention and Destruction Schedule. Anything that we do with your personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process in relation to our governors? We will collect, hold, share or otherwise use the following information:

- personal information (such as name, address, home and mobile numbers, personal email address, national insurance number, and emergency contact details), qualifications / training courses attended and, where relevant, subjects taught
- other information (such as meeting attendance, the results of Disclosure and Barring Service (DBS) checks, details in references the school receives or provides to other organisations, CCTV footage and images)
- special categories of data including such as ethnic group, sexual orientation, religious or similar beliefs, political opinions and information about your health. These types of personal data are subject to additional requirements.

From where do we get information about you?

A lot of the information we have about you comes from you directly. We may also obtain information from professionals we may engage, vetting agencies such as the DBS, other members of staff, our children or their parents, 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 your personal data as a Governor 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 requirements under health and safety legislation, and any statutory codes of practices including equalities and non-discrimination
- Where the law otherwise allows us to process the personal data, or we are carrying out a task in the public interest, including:
 - To enable the development of a comprehensive picture of the Governors
 - To inform the development of recruitment and retention policies
 - To safeguard our pupils and other individuals
 - To ensure safe working practices
 - In the interests of ensuring equal opportunities and treatment
- Where we otherwise have the consent of the Governors

Please note, whilst some processing of your personal data will not require consent, we will inform you if consent is required and seek that consent before any processing takes place.

2. Why do we use special category personal data?

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

- To carry out our legal obligations in relation to school governance, 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.

- For the purposes of preventative or occupational medicine in order to assess an individual's capacity to meet the demands of the role and/ or the need for reasonable adjustments.
- Where we otherwise have an individual's explicit written consent — subject to the restriction set out above on the use of consent in an employment relationship.
- 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 you fail to provide information to us we may be prevented from complying with our legal obligations, particularly in regards to safeguarding and Health and Safety.

How long will we hold information about you?

We will hold information relating to our Governors only for as long as necessary in accordance with our Data Retention and Destruction Schedule. How long we need to hold on to any information will depend on the type of information.

With whom will we share your information?

We routinely share information about our Governors with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to Governor training and safeguarding purposes
- The Department for Education in compliance with legal obligations in relation to school governance
- Our professional advisors including legal
- 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-researchdata>.
- Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Your rights in relation to your personal data

You have the right to request access to personal data that we hold about you. To make a request for access to your personal data, you should contact our in-school Data Protection Leads: Jainee Shah (School Business Manager) Jainee@fawoodcc.brent.sch.uk and Fiona Gaughan (Deputy Head teacher at Fawood) fiona@fawoodcc.brent.sch.uk.

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

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

If an individual want to exercise any of these rights then they should contact our Data Protection Officer: Deepti Bal DPO.Bal@bsp.london

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request, then the individual will be notified of the reasons why in writing.

Concerns and Complaints

Concerns and Complaints given the above, if you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. You can also contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.
Contact

