



Crowthorne Church of England School

Privacy Notice for School Governors

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. This statement explains how we collect, store, use and share personal data about school governors in our school.

The information that we hold and share includes:

- Name, contact details, type of governor and term of office
- Business and Financial Interests, including relationships with staff members in school
- Governance roles in other schools
- Attendance at meetings and training sessions

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 and political opinions
- Disability and access requirements
- Photographic

Why we collect and use this information

We use governor data to support the [school/trust] to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing [governors’/trustees’] details
- As part of our safeguarding obligations towards pupils
- Undertake equalities monitoring

The lawful basis on which we process this information

We process this information

- to meet our legal obligation to comply with the School Governance (Constitution) (England) Regulations 2012 and other statutory requirements
- to carry out other tasks in the public interest.

Collecting this information

While the majority of information we collect from you is mandatory, in some cases some of it may be provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice.

Storing this information

We hold data on local and cloud-based computer systems, as well as on paper. There are strict controls on who can see your information. We will hold data for a long as necessary in line with our retention schedule, after which the information will be securely destroyed.

Who we share this information with and why

We publish some of this information on our website and routinely share some of it with our Local Authority, the DfE, Oxford Diocese and the NGA as required, e.g. for data returns. We do not share information about school governors with anyone else without consent unless the law and our policies allow us to do so. To find out more about the data collection requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, please contact the school using the details at the end of this document.

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/>

If you would like more information about the information that Bracknell Forest Council holds about you, please contact: Data Protection Officer, Bracknell Forest Council, Time Square, Market Street, Bracknell, RG12 1JD. More information and an online form are available via this link: <https://www.bracknell-forest.gov.uk/council-and-democracy/data-protection-and-freedom-information>

Further information

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

Data Protection Officer: **Tammy Buchanan**

Telephone: 0800 0862018

Email: dpo@dataprotection.education

If you would like a copy of any documentation, please contact the school office:
secretary@crowthornecofe.co.uk