

# Purbrook Park School

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## Privacy Notice - Governors and Trustees

**Coordinator:** Data Protection Officer

**Start date:** September 2023

**Review date:** September 2024

Purbrook Park School collects personal data about our governors and trustees. The personal data is required for the school to fulfil their official functions and meet legal requirements. The personal data collected is:

- Contact details (name, address, telephone no., email address & emergency contact)
- Date of birth
- Governor/Trustee details (e.g. start and end dates, type of governor, appointed by, term, committees, responsibilities (e.g. vice chair) and governor ID)
- Business and other interests (e.g. business and pecuniary interests, relationships with members of school staff, governor roles at any other schools)
- Attendance record (e.g. at governing body and committee meetings)
- Criminal records certificate
- Bank details for payment of reasonable expenses (e.g. travel costs, child care costs)

We collect and use governor information, for the following purposes:

- a) to meet the statutory duties placed upon us.
- b) the administration of the governing body/trustee body.

The legal basis for our use of your personal data is:

- It is necessary to comply with a legal obligation.
- It is necessary for the performance of a public task carried out in the public interest

The legal basis for processing special category personal data in this case criminal offences information is:

- It is necessary for reasons of substantial public interest

We may share your information with the following organisations:

- **DfE.** We have a legal duty to provide the DfE with information about our governors.
- **Hampshire County Council.** We have a legal duty to provide HCC with information about our governors which enables the local authority to comply with its duties e.g. to provide training. *Note: This applies to maintained schools only.*
- **National Governance Association.** We share information on our governor's names and positions with the NGA. We do this so that governors can receive the NGA's weekly e-newsletter and access NGA's website and guidance centre.
- **Companies House.** Trustees must be registered as directors of the academy trust with Companies House. *Note: This applies to Academy Trusts only.*
- **Charities Commission.** Trustees only
- **Lloyds Bank.** Designated Trustees only.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the School's Data Protection Officer at [admin@purbrook.hants.sch.uk](mailto:admin@purbrook.hants.sch.uk)

You also have the right to:

- ask us for access to information about you that we hold

- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>.

For further information on how to request access to personal information held centrally by the DfE, please see <https://www.gov.uk/government/news/national-database-of-governors>

## **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting contact the School's Data Protection Officer at [admin@purbrook.hants.sch.uk](mailto:admin@purbrook.hants.sch.uk).

Purbrook Park School will keep your personal information stored securely and in accordance with our Data Protection Policy; your personal information will be retained in accordance with the School's retention schedule.

You can contact the School's Data Protection Officer at [admin@purbrook.hants.sch.uk](mailto:admin@purbrook.hants.sch.uk) or telephone 02392 370351.