

PRIVACY NOTICE FOR SCHOOL GOVERNORS

Waterside Primary School collects personal data about our governors. 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 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)
- Voice data for purpose of minute taking

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

- a) To meet the statutory duties placed upon us. Duty to provide information to other organisations.
- b) The administration of the governing body. Governor elections, appointing governors, skills audit, arranging or providing training and development. Administering governing body meetings.

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.
- Consent. If you collect personal data on the basis of consent you will also need to explain that consent can be withdrawn. Remember consent should only be used as a last resort. It could provide the basis for providing governor information to the National Governance Association.

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.
- **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.

Your personal information will be retained in accordance with the School’s retention schedule, which can be requested through the school office.

You have some legal rights in respect of the personal information we collect from you.
Please see the School's General Privacy Notice further details. www.waterside.hants.sch.uk.

You can contact the School's Data Protection Officer at: K.Reeves@waterside.hants.sch.uk

If you have a concern 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 at <https://ico.org.uk/concerns/>