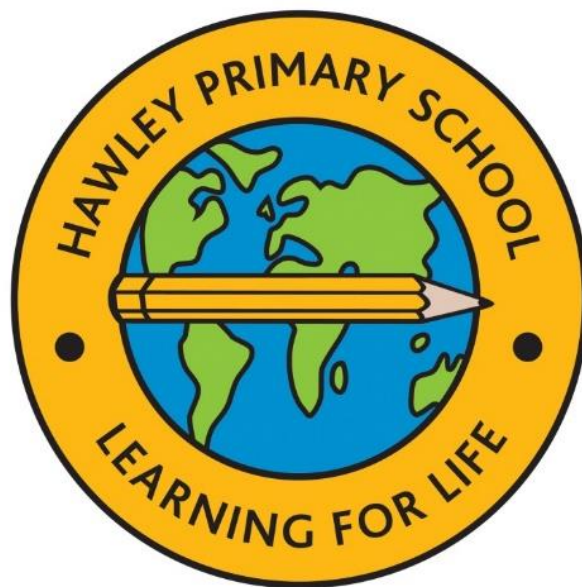


HAWLEY PRIMARY SCHOOL



Privacy Notice for Governors

APPROVED BY: JANE BAKER (HEADTEACHER)

LATEST REVIEW: Summer 2023

NEXT REVIEW: Summer 2024

Hawley 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

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

- a) to meet the statutory duties placed upon us. *Note: e.g., duty to provide information to other organisations.*
- b) the administration of the governing body. *Note: e.g., governor elections, appointing governors, skills audit, arranging or providing training and development.*

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

- It is necessary to comply with a legal obligation. *Note: e.g. all maintained school governing bodies have a legal duty to provide governance information to the DfE and the Local Authority; e.g. academy trusts have a legal duty to provide governance information to the DfE; e.g. maintained schools and academy trusts are required to publish on their websites information about their governors ; e.g. maintained schools and academy trusts are required to apply for enhanced criminal records certificates.*
- It is necessary for the performance of a public task carried out in the public interest. *Note: e.g., maintained schools have a discretionary power to pay governors' allowances*
- *Note: Any criminal offences data should be treated as special category personal data. It is likely the legal basis for your use of special category personal data will be '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.

Hawley Primary School will keep your personal information stored securely.

Your personal information will be retained in accordance with the school's retention schedule (copy available from the school office).

You have some legal rights in respect of the personal information we collect from you.

You can contact the School's Data Protection Officer at: headteacher@hawley.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/>