

Privacy Notice for Langdon Primary School Governors – March 2024

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and postcode, gender, special category characteristics eg. disability and any business interests)
- governance details (such as role, start and end dates)
- details of governor training booked and attended

The school asks governors to complete a legal declaration form, which confirms their eligibility to be a governor, and meets the school's statutory requirements.

Why we collect and use governance information

We hold the personal details of all school governors in order to carry out a task in the public interest. The personal data collected and processed is essential in order for the school to meet the statutory duty placed upon it and to fulfil our official functions.

If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

All maintained school governing bodies, under section 538 of the Education Act 1996 have a legal duty to provide the governance information as detailed above.

Collecting governance information

We collect personal information by means such as governor contact forms, business interest forms and school records of visit, monitoring or training.

Governance data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing governance information

We will hold your personal information for 6 years in line with KCC's personnel retention record keeping guidelines, after which time it will be archived or securely destroyed. The retention schedule can be obtained thorough the school office.

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

All personal records are held securely in secure locations in the school.

Who we share governance information with

We routinely share this information with:

- Kent Local Authority
- Kent Governor Services
- the Department for Education (DfE) under section 538 of the Education Act 1996
- we also have a statutory obligation to publish governor details on our website and the national 'Get Information About Schools' (GIAS) website which is held by DfE under a combination of software and hardware controls which meet the current government security policy framework
- other schools in our collaboration

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so.

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 our school Office Manager, Dee Howson, in writing or by email to admin@langdon.kent.sch.uk or by telephone on 01304 852600. Alternatively, you can contact our school's Data Protection Officer at schoolsDPO@veritau.co.uk or on 01904 554 025.

You also have the right to:

- know what we are doing with your information and why we are doing it
- to ask us for access to information about you that we hold (subject access request)
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to 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 at <https://ico.org.uk/concerns/>

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see guidance from the UK Information Commissioners Office (ICO) on individuals' rights under GDPR.

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 our Office Manager.