



Privacy Notice (How we use school governors information)

In order to comply with our legal obligations we hold a small amount of personal data on our Governors. This document aims to describe this data, explain what we do with it, and outline your data protection rights.

We promise to ensure that this personal information is processed fairly, is correct, is stored safely, and is kept no longer than needed.

Who should I contact about our data protection issues
Janette Bawden, 01985 212168

The Governor information we collect, hold and share

We collect and store the following information on our Governors

- Name
- Address
- Email address and contact telephone number

Retention of data

We are legally obliged to keep Governors information indefinitely

Our legal basis for processing personal data

The current data protection laws require us to have a “legal basis” for processing personal data. We store information on our Governors as a public body to enable us to perform our tasks in the public interest.

Who we share Governor Information with

We may share governor information with:

- Wiltshire Council (LA)
- National Governance Association
- Salisbury Diocesan Board of Education (SDBE)
- Other governors and staff

We don't share information about our Governors without consent unless the law and our policies allow us to do so. Full details of who we share data with and why can be found at the back of this document.

Your rights

Under the current GDPR data protection regulations, we have to inform you that you have the following rights. Should you wish to exercise any of these rights please contact our Data Protection Officer – details on the first page of this document.

- **The right to access**
Being able to get a copy of the data we hold. You can contact us to request a copy of the data we hold – called a “Subject Access Request”. We have to get back to you within 20 days and there is a fee involved.
- **The right to rectification**
Being able to ask us to fix mistakes
- **The right to erasure**
Have information we hold deleted.
- **The right to restrict processing**
Which means we can still hold the data, but can't use it.
- **The right to object**
Where we process data on the grounds of consent you are free to withdraw the consent at any time. You also have the right to object to processing of personal data that is likely to cause, or is causing, damage or distress.

Note that there are circumstances when the above rights don't apply, like when a law says we need to hold certain pieces of information, or if not processing the data places a student in danger.

Data Protection Complaints

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting our Data Protection Officer.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commission (the Government Body responsible for data protection) for a decision. Generally, the information Commissioner cannot make a decision unless you have exhausted our internal review procedures.

You can log a complaint with the Information Commissioner online at <https://ico.org.uk/concerns/>

Who we share Governor Information with any why

Local authority

We share governor details with Wiltshire Council (our Local Authority) because we have a legal obligation to do so. This also allows the Local Authority to produce training and support materials for our Governors.

Full name (including title)

Appointing Body (e.g. foundation parent etc)

Date of appointment

Address

Direct email address (all governors should have school email addresses)

End date of appointment

Other Governors

In order to promote co-operation between members of the Governing Body we like to share contact details for each Governor with the rest of the Governing Body, however we will only share your email address and telephone number with your consent.

Further information

If you would like to discuss anything in this privacy notice, please contact: Janette Bawden, 01985 212168