



### **Privacy Notice (How we use governance information)**

#### **The categories of governance information that we process include:**

- information provided by individuals as part of an application form to facilitate the governor appointment procedure, (personal information such as name, date of birth, address and emergency contact details)
- characteristics information (such as gender, age, ethnic group)
- governance details (such as role, start and end dates and governor ID)
- training records
- declarations of pecuniary interest

#### **Why we collect and use this information (How Government uses your data):**

The personal data collected is essential, in order for the college to fulfil official functions and meet its legal requirements.

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

- To comply with the law regarding Section 72 of the Education and Inspections Act 2006
- To comply with the School Governance (Constitution)(England) Regulations 2012
- To provide appropriate statutory advice and guidance
- To protect staff and student welfare and carry out safeguarding activities
- To deliver governor advice, guidance, information and training through a traded service

#### **Our legal basis for processing governance information:**

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- for the purpose of the statutory duties placed upon us in accordance with the legal basis of the School Governance (Constitution)(England) Regulations 2012
- 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.

#### **General Data Protection Regulations are also relevant:**

- Article 6(1)(e) – the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Article 6(1)(f) – the processing is necessary for the purposes of the legitimate interest of the controller.

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- Article 9(2)(g) and Schedule 1, part 2, para 6 Data Protection Act 2018 – the processing is necessary for reasons of substantial public interest where processing is necessary for the performance of a task carried out in the public interest or exercise of official authority vested in the Governing Board (e.g. education functions associated with running a school)

### **Collecting governance information**

We collect personal information via governor application forms and data collection sheets.

Governance data is essential for the school's operational use. In order to comply with GDPR, we inform you of this at the point of collection.

### **Storing governance information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <https://www.henry-cort.hants.sch.uk/policies>

### **Who we share governance information with**

We routinely share this information with:

- Our Local Authority
- The Department for Education (DfE)
- The ONTO group for our MIS administration
- Providers of our online educational and communication resources
- NHS medical services (for Covid testing)
- Police when they make specific requests for the information

### **Why we share governance information**

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.

For governors, personal data is processed under the legitimate interest of the data controller to enable minimising the spread of COVID-19 in a timely manner and continuing the delivery of education services safely and securely.

All data is entered manually on the Hampshire Governor Hub and on the college's data management system (SIMS).

### **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 [dpo@henrycort.org](mailto:dpo@henrycort.org)

You also have the right:

- 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 about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

**Contact:**

If you would like to discuss anything in this privacy notice, please contact the college's Data Protection Officer at [dpo@henrycort.org](mailto:dpo@henrycort.org).