



### 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 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.

#### 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)

## 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.

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:

- 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).

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