



PRIVACY NOTICE: **Governor**

ADOPTED: June 2023

REVIEW PERIOD: Annually

REVIEWER: C. Bolton

## **Privacy Notice – (How we use information about Governor's)**

Hawkley Hall High School is the data controller for information it uses and that is used by the Trust:

To run the Trust and to help learning and achievement for our students, the Trust collects and uses information about Governors. In this document the Trust is referred to as 'We' or 'Ours'. Governors are referred to as 'You' or 'Your'

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

### **What Information do we collect and use about Trustee/Governors?**

Personal data that we may collect, use, store and share (when appropriate) about members/trustees/governors includes, but is not restricted to:

- Current and previous contact details – title, name(s), address(es), email address, telephone contact details
- Current governance positions (type of role appointed to, any positions held on an academy board and term of office)
- Previous governance positions (type of role appointed to, any positions held on an academy board, terms of office served and reasons for resignations/suspensions)
- Training records (of attendance at organised/commissioned training events)
- DBS details
- Signed Code of Conduct, Declaration of Eligibility and Register of Pecuniary Interest forms
- Information provided by individuals as part of an application form to facilitate the appointment procedure including any references that may be taken

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Disability and access requirements
- CCTV images captured whilst on the school site

### **Why we collect and use this information**

We use this data to:

- Establish and maintain effective governance
- Comply with the law
- Comply with the statutory requirements for recording governance within the Academies Financial Handbook, Funding Agreement, Articles of Association and Get Information About Schools on the DfE database. This includes recording name, term of office dates, attendance at meetings which is also published on the Trust and/or academy website

- In order to respond to investigations from our regulators or to respond to complaints raised by our stakeholders
- Populate the National Governor Database (Department for Education) in accordance with statutory regulations
- Provide appropriate statutory advice and guidance
- Circulate information to the governing board to enable them to undertake their role and functions
- Deliver governor advice, guidance, information and training

### **The legal basis for using this information**

We only collect and use member/trustee/governors' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation (see above)
- We provide governor advice, guidance, information and training

### **Collecting this information**

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional.

In addition, the school also uses CCTV cameras around the school site for security purposes and for the protection of staff, pupils and visitors. CCTV footage involving governors and volunteers will only be processed to the extent that it is lawful to do so.

### **Storing your personal data**

Some of the personal data that we collect, and use, is added to your personnel file. Other data, depending on its purpose will be kept in other systems or in manual files. We use email to enable authorised users to transfer information to one another.

If you'd like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

### **Sharing your personal data**

We do not share information about members/trustees/governors outside of the Trust with any third party without consent unless the law and other valid obligations require us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about members/trustees/governors with:

- Other academies within the Trust where appropriate
- Our local authority, to meet our legal obligations to share certain information with, such as details of governors
- The Department for Education
- Appropriate regulators i.e., Ofsted, Regional Schools' Commissioner
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support

## **Your rights to your personal data**

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data.

Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

### **The right to be informed:**

If you ask us, we must tell you if we are collecting or using your personal data. If we are collecting or using your personal data, you have:

### **The right of access to your personal data**

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice. You will also need to supply us with standard information to verify your identity.

### **Other rights**

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

### **Who to contact:**

Hawkley Hall High School has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller.

We recommend that you contact the data protection administrator:

Name of Person: Stephen Holt  
Email address: dpl@hhhs.net  
Contact number: 01942 204 640  
Contact address: Hawkley Hall High School, Carr Lane, Wigan. WN3 5NY

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Limited email  
address: support@gdprsentry.com  
Contact number: 0113 804 2035  
Contact address: Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you have any questions about this privacy notice, please contact the data protection administrator or the Data Protection Officer.