Rhos Primary School

How we use Governors information

In order to effectively support you as a Governor at Rhos Primary School we will be required to gather a range of personal data. This Privacy Notice outlines to you the data we collect and how it is processed by the school in line with the General Data Protection Regulations (GDPR).

Please read this document and keep it for your information.

The categories of governors' information that we collect, process, hold and share include:

- personal information (such as name, next of kin, marital status, car details, address, telephone number)
- special categories of data including characteristics information (such as gender, D.O.B., ethnic group, biometrics)
- safeguarding (DBS, references from previous employers)

Why we collect and use this information

We use governors' data to:

- enable governors to fulfill their role
- safeguarding
- emergency procedures for governors

The lawful basis on which we process this information

We ensure that the basis on which we collect and process personal and sensitive data is lawful under Article 6 and Article 9 of the GDPR from 25 May 2018.

Article 6, GDPR

Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

Vital interests: the processing is necessary to protect someone's life.

Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Article 9, GDPR

As special category data is more sensitive so it needs more protection. For example, information about an individual's:

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- genetics;
- biometrics (where used for ID purposes);
- health;
- sex life; or
- sexual orientation.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain governors' information to us or if you have a choice in this.

Storing this information

We hold governors' data for as long as necessary. This will depend on the type of data we hold.

Who we share this information with

We routinely share this information with:

- our local authority
- Capita Sims (Management Information System)
- Governors' Wales

We also share data with third parties to support you as an employee whilst at school:

- Data for access to Hwb (including Google and Microsoft)

Please note that some of these third parties are only applicable to you where appropriate. We will ensure Data Sharing Agreements are in place for all third parties. We will also inform you of any additional third parties as and when they occur.

All the personal data we process is processed by our staff in the United Kingdom. For the purposes of IT hosting and maintenance this information is located on servers within the European Union.

Why we share governors information

We do not share information about governors without prior consent unless the law and our policies allow us to do so.

Local authority
We are required to share information about our governors with our local authority (LA).

Welsh Government
We share personal data with the Welsh Government (WG) on a statutory basis.

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 Rhos Primary School.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- have inaccurate personal data rectified, and in certain circumstances blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

In the event you wish to withdraw your consent to use of this information or amend any information, you may notify the School at any time who will consider any request.

There is some information which we must hold by virtue of our legal requirements and any failure to give this information or to provide accurate information could render you liable to legal proceedings.

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact the School Business Manager who will investigate the matter.

Further information

If you would like to discuss anything in this privacy notice, please contact:

Mrs. S. C. Cole

Privacy Notice – Governors

Agreement

Where the data processing is as a result of a legal obligation (i.e. Education legislation etc.)
In signing this form I hereby agree to the personal information referred to in this document being used by Rhos Primary School in respect of provisions to which Rhos Primary School is legally obliged to collect and process.

Rhos Primary School is the data controller for personal information referred to in this document. Your information will be used in the exercise of our official authority pursuant and as prescribed by statute and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by Rhos Primary School for a period that is no longer than necessary.
In the event you wish to withdraw your consent to use of this information you may notify Rhos Primary School at any time. Please note that in the event your consent is withdrawn, Rhos Primary School will be unable to perform the services to which this agreement has been entered into.

Failure to provide valid information may affect the nature of the services that Rhos Primary School is able to undertake.

In the event of any queries regarding use of your personal data, you wish to have access to the same, or to make any complaint regarding the collection please contact Rhos Primary School.

Where the data process is based on a task carried out in the public interest (provision of education and other related issues)
In signing this form I hereby agree to the personal information referred to in this document being used by Rhos Primary School.

Rhos Primary School is the data controller for personal information referred to in this document. Your information will be used in the exercise of our official authority (as prescribed by statute) and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by Rhos Primary School for a period that is no longer than necessary.

In the event you wish to withdraw your consent to use of this information you may notify Rhos Primary School at any time.

In the event of any queries regarding use of your personal data or to make any complaint regarding the collection please contact Rhos Primary School.

Where the data processing is as a result of an agreement (i.e. After School Club provision, sports clubs, library membership etc)

In signing this document I hereby agree to the personal information referred to in this document being used by Rhos Primary School.

Rhos Primary School is the data controller for personal information referred to in this Privacy Notice. The information is gathered for the purposes of employment, recruitment and retention, salary payment, safeguarding, teaching and learning, access to Hwb, access to cloud based resources, cashless system, catering system and for the text service to staff. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by Rhos Primary School for a period that is no longer than necessary.

In the event you wish to withdraw your consent to use of this information you may notify Rhos Primary School at any time. Please note that in the event your consent is withdrawn, Rhos Primary School will be unable to perform the services to which this agreement has been entered into.

In the event of any queries regarding use of your personal data or to make any complaint regarding the collection please contact Rhos Primary School.

Where the data process is based on the consent of the individual being given (opinion polls, consultation exercises and other types of data gathering)

In signing this document I hereby agree to the personal information referred to in this document being used by Rhos Primary School.

Rhos Primary School is the data controller for personal information you provide on this form. The information is gathered for the purposes of employment, recruitment and retention, salary payment, safeguarding, teaching and learning, access to Hwb, access to cloud based resources, cashless system, catering system and for the text service to staff. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by Rhos Primary School for a period that is no longer than necessary.

In the event of any queries regarding use of your personal data or to make any complaint regarding the collection please contact Rhos Primary School.