



Godre'rgraig Primary School

How we use Governors information

In order to effectively support you as a Governor at Godre'rgraig 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 **Godre'rgraig 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:

Godre'rgraig Primary School.

