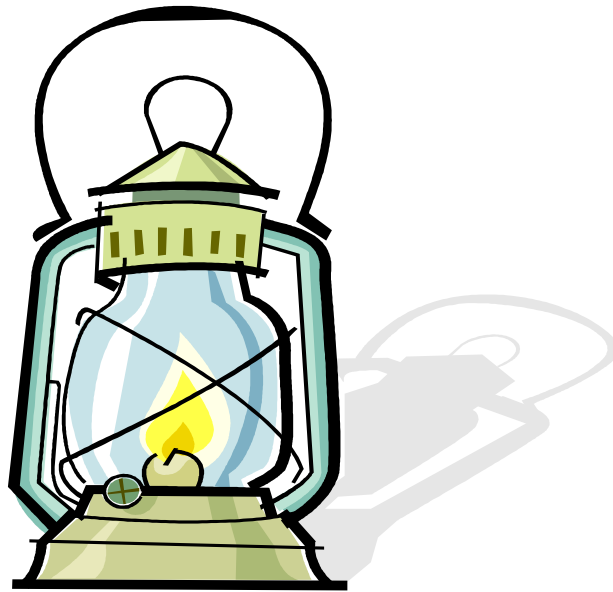





Privacy Notice



“Shine like a Lantern in the presence of the Lord”

| | | |
|---------------------|---|----------------------|
| Approved by: | Head Teacher | Date: 04 – 09 – 2023 |
| Signed |  | |
| Last reviewed on: | Autumn 2023 | |
| Next review due by: | Autumn 2024 | |

Privacy Notice (How we use personal information of Governors)

The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates and governor ID)
- skills matrix information (areas of strengths/weaknesses)
- information required for the processing of DBS application

WHY WE COLLECT AND USE GOVERNOR INFORMATION

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

We collect and use governor information, in order to meet the statutory duties placed upon us (this being the legal basis of **Legal Obligation** that we rely on for processing personal information for general purposes under GDPR).

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) and academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

- 9 (g) processing is **necessary for reasons of substantial public interest**, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

COLLECTING GOVERNOR INFORMATION

Governor data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

CCTV

Our school uses Closed Circuit Television cameras for the purposes of monitoring our premises. There are visible signs showing that CCTV is in operation and images from this system are securely stored for 30 days where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

STORING GOVERNOR 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 our school website.

WHO WE SHARE GOVERNOR INFORMATION WITH

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- the Diocese of Brentwood

WHY WE SHARE GOVERNOR INFORMATION

We do not share information about our governors with anyone without 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) as part of our obligation to the substantial public interest (Article 9 (g) GDPR) and the Diocese of Brentwood.

DEPARTMENT OF EDUCATION

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department for Education (DfE), under [section 538 of the Education Act 1996](#).

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

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 Gill Melder, Data Protection Administration at St Bede's Catholic Primary School & Nursery.

You also have the right to:

- to ask us for access to information about you that we hold
- 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 or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

WITHDRAWAL OF CONSENT AND THE RIGHT TO LODGE A COMPLAINT

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Gill Melder, Data Protection Administrator for St Bede's Catholic Primary School & Nursery.

INTERNATIONAL TRANSFERS AND PROCESSING

We do not process any personal information outside of the European Economic Area.

LAST UPDATED

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 11th June 2021.

CONTACT

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

Gary Nott (Data Protection Officer)
Headteacher
St Bede's Catholic Primary School & Nursery
Canon Avenue
Chadwell Heath
Essex RM6 5RR

Please note our Statutory Data Protection Officer details are below:

Asa Aldis
London Borough of Redbridge
Lynton House, 255-259 High Road, Ilford, IG1 1NY

dataprotection.schools@redbridge.gov.uk

Alternatively, should we not be able to provide a satisfactory answer to your request in the first instance, you may wish to contact the Information Commissioner's Office (ICO) directly using the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113

www.ico.org.uk/concerns/

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