



Wellstead Primary School

Sowing the Seeds of Success

Wellstead Primary School

Privacy Notice for School GOVERNORS

Wellstead Primary School collects personal data about our governors. The personal data is required for the school to fulfil their official functions and meet legal requirements.

The personal data collected is:

- Contact details (name, address, telephone no., email address & emergency contact).
- Date of birth.
- Governor details (e.g. start and end dates, type of governor, appointed by, term, committees, responsibilities (e.g. vice chair) and governor ID).
- Business and other interests (e.g. business and pecuniary interests, relationships with members of school staff, governor roles at any other schools).
- Attendance record (e.g. at governing body and committee meetings).
- Criminal records certificate.
- The date you were at the school; and your arrival and departure times.
- Photographs.

We collect and use governor information, for the following purposes:

- To meet the statutory duties placed upon us. *Note: e.g. duty to provide information to other organisations.*
- The administration of the governing body. *Note: e.g. governor elections, appointing governors, skills audit, arranging or providing training and development.*
- Enable safe recruitment and compliance with associated responsibilities
- Where processing is necessary for compliance with legal obligations of the Governing Body (e.g. including but not limited to legal obligations under the Education Act 2002; Education Act 2005, the School Staffing Regulations 2009; the Employment Rights Act 1996, relevant tax law and other employment law obligations)
- Where processing is necessary for the performance of a task carried out in the public interest or exercise of official authority vested in the Governing Body (e.g. education functions associated with running a school).

The legal basis for our use of your personal data is:

- It is necessary to comply with a legal obligation.
- It is necessary for the performance of a public task carried out in the public interest.
- It is necessary for reasons of substantial public interest

We may share your information with the following organisations:

- **DfE.** We have a legal duty to provide the DfE with information about our governors.

- **Hampshire County Council.** We have a legal duty to provide HCC with information about our governors which enables the local authority to comply with its duties e.g. to provide training. *Note: This applies to maintained schools only.*
- **Governor Services** (for training purposes)
- **Inventory Limited** (school signing-in system)

Wellstead Primary School will keep your personal information stored securely.

Your personal information will be retained in accordance with the Hampshire retention schedule.

You can contact the School's Data Protection Officer, via adminoffice@wellstead.hants.sch.uk
If you have a concern 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/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:
Mrs Tina Clark, Data Protection Officer at: adminoffice@wellstead.hants.sch.uk