



# **CHALKWELL HALL INFANT SCHOOL**

## **Privacy Notice for Governors**

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## Privacy notice for Governors

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we engage to work with our school.

We, Chalkwell Hall Infant School, London Road, Leigh on Sea, Essex SS9 3NL, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Kerrie Lawton (see 'Contact us' below).

### The personal data we hold

We process data relating to those we engage to work with our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Recruitment information and term of office details
- Qualifications, training records, professional memberships and pecuniary interests
- Attendance data
- Copy of driving licence/passport/birth certificate/utility bill
- making use of the photographic images of pupils in school publications, on the school website and on social media channels.
- Data about your use of the school's information and communications system
- DBS details. Criminal records information as required by law to enable you to work with children
- Employment details
- Details in references about you that we give to others

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

- Race, ethnicity, religious beliefs, sexual orientation and political opinions

### Why we use this data

The purpose of processing this data is to help us ensure the effective management of the school, including to:

- Facilitate safe recruitment of governors, as part of our safeguarding obligations towards pupils
- Support effective governance
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring

- Facilitate school improvement purposes

## **Our lawful basis for using this data**

**We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:**

- Fulfil a contract we have entered into with you
- Comply with a legal obligation (such as health & safety legislation and under statutory codes of practice)
- Carry out a task in the public interest or for official purposes

**Less commonly, we may also use personal information about you where:**

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

**Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.**

**Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.**

## **Collecting this information**

**While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.**

**Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.**

## **How we store this data**

**We maintain a file for Governors. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.**

**Once your term of office with us has ended, we will retain this file and delete the information in it in accordance with our record retention schedule.**

**A copy of the record retention schedule can be obtained from the school office or is available on the school website under 'Ofsted/Non Statutory Policies/Retention and Disposal Schedule'.**

## **Data sharing**

**We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.**

**Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:**

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about the school Governing Body
- The Department for Education
- Our regulator e.g. Ofsted
- Central and local government
- Our auditors
- Security organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

### Transferring data internationally

When we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### Your rights

#### How to access personal information we hold about you

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

#### Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

- **Claim compensation for damages caused by a breach of the data protection regulations**

**To exercise any of these rights, please contact our data protection officer.**

## **Complaints**

**We take any complaints about our collection and use of personal information very seriously.**

**If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.**

**To make a complaint, please contact our data protection officer.**

**Alternatively, you can make a complaint to the Information Commissioner's Office:**

- **Report a concern online at <https://ico.org.uk/concerns/>**
- **Call 0303 123 1113**
- **Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

## **Contact us**

**If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:**

- **Kerrie Lawton – [education@chalkwellhallinfants.co.uk](mailto:education@chalkwellhallinfants.co.uk), 01702 478533**