



PRIVACY NOTICE FOR GOVERNORS (GOVERNANCE)

Updated: May 2018

Review: July 2019

After first year then review every
two years.



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' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **governors**.

We, Binfield C.E. Primary School (V.A.), Benetfeld Road, Binfield, Berks, RG42 4EW, are the 'data controller' for the purposes of data protection law.

The personal data we hold

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

- Contact details
- Date of birth, marital status and gender
- Bank account details, payroll records, National Insurance number and tax status information (for purpose of any expenses)
- Vetting information
- Photographs
- Data about your use of the school's information and communications system
- Declaration of interest

Why we use this data

We use this data to:

- To deliver Governor service to the school
- Substantial public interest
- Comply with the law regarding data sharing
- For statutory purposes to ensure the smooth running of the school

Our legal basis for using this data

We only collect and use governors personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the school/public interest

Less commonly, we may also process governor's personal data in situations where:

- We have obtained consent to use it in a certain way



Where we have obtained consent to use governors personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Data sharing

We do not share information about governors with any third party without 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 governors with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Diocese of Oxford*
- *The Department for Education*
- *Our regulator [e.g. Ofsted]*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations*
- *Central and local government*
- *Our auditors*
- *Professional advisers and consultants*
- *Police forces, courts, tribunals*
- *Professional bodies*