

WEST EXMOOR FEDERATION – PRIVACY NOTICE - GOVERNORS

1. Privacy notice for Governors

Under data protection law, individuals have a right to be informed about how the federation 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 sets out what personal data we collect, store and use personal data we appoint, or otherwise engage, as governors at West Exmoor Federation

We, **West Exmoor Federation c/o Kentisbury Primary School, Kentisbury, Barnstaple EX31 4NG** are the 'data controller' for the purposes of data protection law.

Our data protection officer is Gary Brock, from gbrocksolutions

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about governors includes:

- Personal data (such as name, address, contact details, and copies of identification documents.
- Date of birth, marital status, and gender
- Bank account details (for the payment of expenses)
- Details of any relevant medical conditions, that impact on your performance as a Governor.
- Other information required to appoint such as contained in your CV and covering letter, and your business interests
- DBS Certificate number and other information allowing you to govern in an educational institution in the Primary sector
- Records of attendance at governing body and portfolio meetings
- Records and outcomes of any disciplinary, complaints and/or grievance procedures or other performance issues

Why we use this data

The purpose of processing this data is to help us run the Federation, including to:

- Enable governors to be paid for any expenses occurred
 - Enable appropriate organisational contact such as lists of governors for internal use, external use, including publication on the school website
 - Allow for delegated financial authority such as signing Purchase Orders and contracts
 - Support effective assessment and monitoring of governor performance
 - Facilitate safe appointment of governors, as part of our safeguarding obligations
 - Inform our appointment and retention policies
 - Assist with management planning and forecasting, research and statistical analysis, including that imposed by law, such as diversity or gender pay-gap analysis and taxation records.
 - Arrange travel and accommodation for training courses, meetings and conferences
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- Provide access to and use of the Federation's IT systems and to monitor use thereof, in accordance with the Federation's Acceptable User Policy
- Provide OFSTED, external auditors and other relevant authorities with relevant information in order to monitor each school and the Federation's performance, and to intervene or assist with incidents as appropriate
- Make use of governor's names, including photographic images/videos of governors engaging in federation activities, on display with the Federation, in Federation publications, on the Federation website, or in the press/media where appropriate
- Ensure security of the Federation sites (for example governor lanyards).

Our legal basis for using this data

We will process your personal data for the following reasons:

Where we are required by law, including:

- To fulfil a contract, we have entered with you
- To comply with a legal obligation
- Carry out a task in the public interest

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)
- We have legitimate interests in processing the data

Where the law otherwise allows us to process the personal data as part of our functions as a school, or we are carrying out a task in the public interest, including:

- To confirm your identity
- To communicate matters relating to the school to you
- To safeguard you, our students and other individuals
- To enable payments to be made by you to the Federation
- To ensure the safety of individuals on the Federation sites
- To aid in the prevention and detection of crime on the Federation sites.

Collecting this information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

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

Where we are processing data on a legal or contractual basis, if you choose not to share this data with us, we may not be able to carry out our obligations under our contractual relationship with you, or engage you as a governor.

How we store this data

We will hold your personal data only for as long as necessary, depending on the type of information. Our GDPR Document Retention Management Policy sets out how long we keep information. This policy can be found in the policies section of the Federation website.

Data sharing

We routinely share information about you with:

- Our local authority – through the Babcock Idp Governance Consultancy Team
- The Department for Education through Get Information about Schools (GIAS)
- Suppliers and service providers – to enable them to provide the service we have contracted them such as: payment of expenses.
- OFSTED
- Central and local government
- Disclosure and Barring Service
- Our auditors

Governor's rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the federation holds about them.

To make a subject access request, please contact the Executive Headteacher of the Federation

Other rights

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to 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 through the ICO or through the courts

To exercise any of these rights, please contact Executive Headteacher of the Federation.

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 gary@gbrocksolutions.org

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

- Report a concern online at <https://ico.org.uk/concerns/>

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**: Gary Brock at gary@gbrocksolutions.org
