Governors' Privacy Notice

Date approved	Committee responsible for review of policy	Next review date	Policy on website	Statutory policy
May 2024	Resources	May 2025	Yes	Yes

Headteacher: Mrs Fiona Micklefield

PRIVACY NOTICE FOR SCHOOL GOVERNORS

St Lawrence C E 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
- Bank details for payment of reasonable expenses (e.g., travel costs, child care costs)

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

a) to meet the statutory duties placed upon us. Note: e.g., duty to provide information to other organisations.
b) the administration of the governing body. Note: e.g., governor elections, appointing governors, skills audit, arranging or providing training and development.

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

- It is necessary to comply with a legal obligation. Note: all maintained school governing bodies have a legal duty to provide governance information to the DfE and the Local Authority; maintained schools are required to publish on their website's information about their governor's, maintained schools are required to apply for enhanced criminal records certificates.

- It is necessary for the performance of a public task carried out in the public interest.

- It is necessary for providing governor information to the National Governance Association.

The legal basis for the use of special category personal data is that '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.

St Lawrence C E Primary School will keep your personal information stored securely.

Your personal information will be retained in accordance with the school's retention schedule.

You have some legal rights in respect of the personal information we collect from you. Please see the School's General Privacy Notice further details https://www.st-lawrence.hants.sch.uk/policies/

You can contact the School's Data Protection Officer at: adminoffice@st-lawrence.hants.sch.uk or calling 01420 84400

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/