

**Holy Trinity Pewley Down:
A Federation of
Holy Trinity Church of England Junior School and Pewley Down Infant School,
Guildford**

Privacy Notice – Governing Body

The purpose of this privacy notice is to explain to you about the data we collect about you in your role as a governor at Holy Trinity Pewley Down (HTPD).

The information relating to governors of HTPD that we collect, process, hold and share includes:

- personal data (e.g. name, email address and telephone number)
- term of office information (such as start date and role)
- attendance information
- register of interests

School governors are also required to be Disclosure and Barring Service (DBS) checked in accordance with statutory regulations. This check necessitates the presentation of personal original documents that evidence identity and personal address details (usually to school office staff). However, these documents, or copies, are **not** retained or shared.

Why we collect and use this data:

We collect and use governors' data to:

- publish statutorily required information about the governing body on the school website
- populate the National Governor Database (Department for Education) in accordance with statutory regulations
- circulate information to the governing body to enable them to undertake their role and functions
- enable the Local Authority/Babcock 4S to maintain a database of school governors facilitating appropriate information being communicated to them including the LA's statutory duty to provide access to governor development and training opportunities
- share Chair and Vice Chair contact information with Surrey County Council for use in an emergency

Collecting this information:

Whilst most information governors provide is mandatory, some is provided to us on a voluntary basis e.g. your mobile telephone number or postal address. This facilitates effective governance communication and is in accordance with the governing body's code of conduct.

In order to comply with data protection legislation, we will inform you whether you are required to provide certain governor information to us or if you have a choice in this.

Storing this information:

We will hold data for all individuals who are currently governors of the school and for each governor who has served at any point during the last 12 months.

It should be noted that governors' names appearing on public copies of governing body meeting minutes are regarded as a permanent record and as such will always be available to inspect.

We share data, as appropriate, with:

- the Diocese
- Babcock 4S
- the Department for Education (DfE)
- Surrey County Council (The Local Authority)

We only share governors' information that the law and our policies require us to.

Why we share governor information:**DfE**

The lawful basis on which we collect and share governors' personal data with the DfE is *legal obligation*: [Section 538 of the Education Act 1996](#) facilitates the DfE collecting and processing personal data relating to those who are responsible for governance in schools. This is used to create a National Governor Database.

Babcock4S/Local Authority

The lawful basis on which we collect and share governors' personal data with Babcock 4S (on behalf of the Local Authority) is *legal obligation*. Section 22 of The Education Act 2002 places a duty on the LA to provide access to training for school governors and ensure they are provided with advice and guidance on how to discharge their role and responsibilities. A database is therefore maintained which facilitates communication between the authority (i.e. Babcock 4S) and individual governors. The LA also has various other statutory duties which, from time to time, will involve accessing the database.

Requesting access to your personal data:

Under data protection legislation, you have the right to request access to information about you that the school holds. To make a request for your personal information, please contact the Clerk (Jane Bennett, janeb@htpd.surrey.sch.uk).

You also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information:

If you have any questions or need further information about this Privacy Notice, please contact: the Data Protection Officer (Danielle Buckett, danielleb@htpd.surrey.sch.uk).

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