



Ranvilles Junior School

Privacy Notice for Governors (How we use personal information)

Why do we collect and use personal information?

Ranvilles Junior School collects personal data about our governors. This data is required for the school to enable the school and governors to fulfil their official functions and to meet legal requirements.

The personal data collected is:

- Contact details (such as name, address, telephone number, email address and emergency contact, proof of identity, photographs)
- Date of birth
- Governor details (eg start and end dates, type of governor, appointed by, term, committees, responsibilities and governor ID)
- Business and other interests (eg business and pecuniary interests, relationships with members of school staff, governor roles at other schools)
- Attendance record (at governing body and committee meetings)
- Disclosure and Barring Certificate
- Relevant references and signed documentation
- Governors documentation (minutes, monitoring)

Ranvilles Junior School collect and use governor information for the following purposes:

- To meet statutory duties placed upon us
- The administration of the governing body

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

- It is necessary to comply with a legal obligation.
- It is necessary for the performance of a public task carried out in the public interest.

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Sharing personal data

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.

Storing personal data

We hold governor data securely in accordance with our retention schedule.

NHS Test and Trace

To support NHS Test and Trace we collect information about you for the purposes of contact tracing. The following information will be collected: your name; contact phone number; the date you were at the school; and your arrival and departure times. The legal basis for our use of your information is that it is necessary for the performance of a public task carried out in the public interest. We may share your information with NHS Test and Trace. Your information will be retained for a period of 21 days. You have some legal rights in respect of the information we collect from you. Please see the school's general privacy notice for further details: You can contact the school's Data Protection Officer at: **admin@ranvilles-jun.hants.sch.uk** If you have a concern about the way we are collecting or using your information, you should raise your concern with **us** in the first instance or directly to the ICO at <https://ico.org.uk/concerns/>

Requesting access to your personal data

You have some legal rights in respect of the personal information we collect from you. Under data protection legislation, governors have the right to request access to information about them that we hold. To make a request for your personal information, contact:

School Data Protection Officer., Phone: 01329 841679 or via Email: admin@ranvilles-jun.hants.sch.uk

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/>