



Courage, Forgiveness, Service, Kindness

Privacy Notice for Governors Sissinghurst VA Church of England Primary School

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Sissinghurst VA Church of England Primary School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our school has appointed an independent Data Protection Officer via Satswana Ltd to ensure our compliance, their details can be found below.

The personal information we collect and use (Information collected by us)

In the course of employing staff in our school we collect the following personal information when you provide it to us:

- Personal information (such as name(s), date of birth, contact details, address)
- Special category characteristics (disability)
- Governance details (such as governor type, role, start and end dates (term of office), attendance, business interests, training records)

How we use your personal information

We use your personal information to:

- maintain a governor database
- contact governors regarding statutory changes in legislation and details of training opportunities
- ascertain local authority governor vacancies to be filled (statutory role)
- assess and report on vacancies across the county
- plan future training requirements

Reasons why we collect and use governor information

We collect and use your personal information to carry out tasks in the public interest as well as our legal obligation under section 30 of the Education Act 2002 to hold the contact details of Chairs of Governors.

We need the details of Local Authority Governors to fulfil our responsibilities to fill these vacancies when they arise.

We rely on the following legal bases under UK GDPR:

- Article (6)(1)(c) - Legal obligation: the processing is necessary to comply with the law
- Article (6)(1)(e) - Public task: the processing is necessary to perform a task in the public interest or for official functions (task or function has a clear basis in law) When we collect or share special category personal data, we rely upon the following legal bases under UK GDPR:
- Article 9(2)(g) - Reasons of substantial public interest. We rely on the 'equality of opportunity or treatment' purpose condition from Schedule 1 of the Data Protection Act 2018 when relying on Article 9(2)(g) to process your special category data.

Collecting governor information

We collect personal information via governor legal and consent forms and from the Clerk to Governors.

Governor data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing governor information

We will hold your personal information for 6 years in line with KCC's personnel retention record keeping guidelines, after which the information is made inaccessible to system users or securely destroyed.

Who we share governor information with

We routinely share this information with:

- our local authority (where applicable).
- the Department for Education (DfE).
- the school website and the national 'Get Information About Schools' (GIAS) website.
- the National Governance Association.

We do not share information about our governors with anyone without consent unless the law and our policies allow us to do so

Your Rights

Mrs Sarah Holman, Headteacher
Sissinghurst VA Church of England Primary School, Common Road, Sissinghurst, TN17 2BH
office@sissinghurst.kent.sch.uk
01580 713895

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact Satswana Ltd, details below.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact the schools Data Protection Officer at Satswana Ltd, Pembroke House, St Christopher's Place, Farnborough, Hampshire, GU14 0NH (info@satswana.com) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

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If you would like to get a copy of the information about you that KCC shares with the DfE or post-16 providers or how they use your information, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

For more information about services for children and young people, please go to:
<http://www.kent.gov.uk/education-and-children> or the KCC website at www.kent.gov.uk.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

For further information about how the Department for Education uses your information:

To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:
<https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

To contact DfE: <https://www.gov.uk/contact-dfe>.