



St Columba's Catholic Primary School

Privacy Notice –Governors



How we use your information

Under data protection law, individuals have a right to be informed about how St Columba's Catholic Primary School 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 explains how we collect, store and use personal data about individuals who are appointed to governance roles within our school.

St Columba's Catholic Primary School is the 'data controller' for the purposes of data protection law. The school is registered as a data controller with the Information Commissioner's Office (ICO). Full details of our registration can be found at the ICO's register of data controllers.

The personal data we hold

We process data relating to those who are appointed to governance roles within our school and its partnership, Catholic Schools Partnership (CSP).

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information and contact details (such as name, former names, residential and contact addresses, date of birth, etc.)
- Characteristics (such as nationality and country of birth)
- Next of kin and emergency contact information
- Bank account details and expenses information
- Appointment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Details of your appointment (such as term of office, appointing body, positions held, etc.)
- Details of appointments you hold elsewhere and any relevant business, financial, and personal relationships
- Details of your attendance at board and committee meetings
- Static and moving images (such as photographs and CCTV images captured in school)
- Data about your use of the school's information and communication systems
- Why we collect and use this information

The purpose of processing this data is to help us to run our school, including to:

- Manage your appointment and maintain appropriate records
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Provide you with access to resources and information to fulfil your governance role

The lawful basis on which we use this information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- 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)

Where you have provided us with consent to use your data, you may withdraw this consent at Any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

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

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We retain your information throughout the term of your appointment. We may also keep some of the information you provide after the termination of your appointment if this is necessary to comply with our legal obligations. Our Records Management Policy and our Retention Schedule set out how long we retain certain information; copies can be accessed within your virtual office system or requested from our data protection officer.

Who we share this information with

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- The Local Authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Diocese of Leeds to manage recruitment, complaints and investigations
- The Department for Education (DfE)
- Companies House
- Charities Commission
- Your family and representatives
- Our regulator, Ofsted
- Health authorities, health and social welfare organisations
- Police forces, courts, tribunals
- Central and local government
- Our auditors, insurers, and legal advisors
- Financial organisations
- Professional advisors and consultants
- Charities and voluntary organisations
- Professional bodies
- Suppliers and service providers (to provide the service we have contracted them for)
- Survey and research organisations
- Security organisations

Why we share your information

We do not share your information with any third party without consent unless the law and our policies allow us to do so.

For example, we may disclose personal data to third parties:

- if we are under a duty to disclose or share personal data in order to comply with any legal obligation

- in order to enforce any agreements with you
- to protect the rights, property, or safety of the school, other employees, pupils or others

Compliance with the terms contained within the school's Financial Handbook is a requirement of our funding agreement with the Secretary of State.

We are required to publish some personal information of governors on our websites and to provide information to the DfE for inclusion on the National Database of Governors, some of which is made available on the department's online database 'Get information about schools' (<https://www.get-information-schools.service.gov.uk/>)

For more information about the department's National Database of Governors, please visit: <https://www.gov.uk/government/news/national-database-of-governors>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold.

You also have the right to:

- object to 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

To exercise any of these rights, please contact our data protection officer.

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.

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

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- DPO to be confirmed. Please contact school office in the meantime.
- Email: admin@stcolumbas.bradford.sch.uk
- St Columba's Catholic Primary School, Tong Street, Bradford, BD4 9PY

This notice is based on the Department for Education’s model privacy notice for the school workforce, amended for governors to reflect the way we use data in St Columba’s Catholic Primary School.