

Privacy Notice – Trustees and Governors

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about trustees and governors at our school. It is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this school for trustees and governors.

We, Pinner High School, Beaulieu Drive, HA5 1NB, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Judicium Consulting Limited (please see below for contact details).

The personal data we hold

We process data relating to trustees and governors to a limited extent. Personal data that we may collect, use, store and share (when appropriate) about you includes:

- Personal identifiers such as name, contact and emergency contact details and preferences, date of birth, marital status and gender
- Employment details, qualifications and professional and other information provided in relation to your application or appointment to be a trustee or governor.
- Information which you declare for the purposes of our Register of Interests
- Copy of identity information for processing DBS certification and details of DBS certification, but not actual DBS certificates
- Records of attendance at, papers for, minutes from and communications relating to trustee and governor meetings and business
- Photographs

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data, for example:

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Health, including any medical conditions, and sickness records

In many cases, you have the right to choose whether to share this sort of information with us. See further below on this.

Why we use this data

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

- Comply with legal requirements, including constitutional, financial and safeguarding obligations
- Support effective governance of the school
- Recruit trustees and governors
- Enable equalities monitoring

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to, having regard to both data protection legislation and other legislation which may be in force from time to time. Most commonly, we use it to:

- Maintain effective management of the school by ensuring the constitution and operation of a trustee and governing body
- Comply with a legal obligation, for example to advise the Department for Education, other statutory bodies and stakeholders of our trustees and governors or for financial record keeping
- Carry out other tasks 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, for example by participation in film or photographic marketing material
- We need to protect your or someone else's vital 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 consent may be withdrawn.

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

Collecting this information

The data we have about trustees and governors is important for school operations and the fulfilment of its functions. The way we collect it is evident from the nature of it, described above.

Whilst the majority of information we collect from or about you is routine and/or mandatory, there is some information that you can decline to provide.

Whenever we seek to collect information from you, we make it clear whether it is mandatory or optional.

How we store this data

We keep data securely for the time set out in our Records Management Policy which is available on request. Essentially, we keep information about you from the time you apply to be a trustee or governor, the duration of that office and for a limited time beyond your employment by the school, for practical reasons and in order to comply with our legal obligations.

We create and maintain hard copy records which are kept secure and maintained in our Human Resources department. We also store information electronically which may be saved on a cloud based system. We have been advised by and retain external IT advisers for the purposes of ensuring the efficiency and appropriate security of this.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Subject to this, we may share personal information about you with:

- Department for Education, local authority and/or other statutory bodies

- Other trustees, governors or school workforce
- Certain check and regulatory agencies eg for the purpose of DBS and other safeguarding checks
- Auditors, insurers, professional bodies, advisers and consultants and service providers
- Police forces, courts, tribunals
- In certain situations, your family or representatives

Your rights regarding personal data

Under data protection legislation, you have the right to request access to information we hold about you. If you would like to make a request, please contact the Head teacher's PA, contact details below.

You also have the right to

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- 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.

Concerns and contacts

- To make a request to access your/your child's personal data, please contact the **Headteacher's PA**, (vfairweather@pinnerhighschool.org)
- If you have any queries, concerns or complaints, please contact our **Data Protection Officer, Judicium Consulting Limited, 72 Canon Street, London, EC4N 6AE, dataservices@judicium.com, tel 0203 326 9174, lead contact Craig Stilwell**
- If you remain concerned, you can contact the **Information Commissioner's Office**, (<https://ico.org.uk/concerns/>)