Local Governing Body Privacy Notice

Policy Statement

We are Our Lady and St Edward's, part of the Our Lady of Lourdes Catholic Multi-Academy Trust. During an individual's time with us in the capacity as a Governor in a Local Governing Body, we will use information that we gather in relation to them for various purposes. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from the individual directly and data about the individual that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after they have left the Local Governing Body. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about our Governors, why we process that data, who we share this information with, and the rights of individuals in relation to their personal data processed by us.

What information do we process in relation to our Local Governing Bodies?

We will collect, hold, share or otherwise use the following information about our Governors:

- personal information (such as name, address, phone numbers, email address, date of birth, DBS clearance details, training records, skills audits, meeting attendance, terms of office, governor type, eligibility declaration, business interests, CCTV footage, visit log).

Failure to provide this information

If our Governors fail to provide information to us, this may result in us being unable to comply with our legal obligations.

Where do we get information from about our Governors?

A lot of the information we have about our Governors comes from the individuals themselves or from the NRCES & Schools. In addition, we may obtain information from automated monitoring of our websites and other technical systems such as our computer networks and systems, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and internet facilities, telephones, voicemail and mobile phone records.

Why & How do we use this information?

We will process the personal data of our Governors for the following reasons:

- Where we are required by law, including:

    - To comply with UK academy and safeguarding law (including data sharing - see further below) and:

- To comply with Academy Funding Agreement and Articles of Association • Academy's legal and statutory framework • Safeguarding Vulnerable Groups Act 2006 • The guidance "Keeping Children Safe in Education" • The Childcare (Disqualification) Regulations 2009

- Where you have given consent

- Where processing is necessary for carrying out a task in the public interest or to protect your (our someone else's) vital interests

- In accordance with the above, Governors' personal data is used for the following reasons:
    - Legislative compliance
    - Safeguarding and Safer Recruitment requirements
    - Governance administration and processes

How long will we hold information in relation to our Governors?

We will hold information relating to our Governors only for as long as necessary to fulfil the purposes for which it was processed. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Schedule.

Who will we share information with about our Governors?

On occasion, it may be necessary to share your personal data with third parties with whom we ask to process personal data on our behalf (IT/Systems consultants, Appeals Clerks, Appeals Panel members, Hearing members, Local Authority/NCC Governor Services, Trust Governor System).

We will not routinely share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- the school where you are a Governor (including DBS/Child Workforce checks – Single Central Record purposes)
- the relevant Local Authority in the areas we operate
- the Department for Education (DfE) via GIAS online System
- Ofsted

Where third parties may be responsible for processing Governors' personal information, Our Lady of Lourdes CMAT places data protection requirements on third party processors to ensure data is processed in line with Governors' privacy rights to minimise the risk of loss, misuse or unauthorised processing or disclosing or the personal data that we hold.

For further information about the Department for Education's data sharing process, please visit: https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data. Contact details for the Department can be found at https://www.gov.uk/contact-dfe.

Rights of our Governors in relation to their personal data

All our Governors have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

DPO Karen Rich dpo@ololcatholicmat.co.uk

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact DPO Karen Rich dpo@ololcatholicmat.co.uk

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at https://ico.org.uk/concerns/.

Contact

If you would like to discuss anything in this privacy notice, please contact:

DPO Karen Rich dpo@ololcatholicmat.co.uk   Feb 2020