

Privacy Notice
for
Governors of Prospect School

Data Controller: Prospect School, Reading

Data Protection Officer: Satswana Limited

1. Introduction

Under data protection law, individuals have a right to be informed about how Prospect School uses 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 governors (trustees), some of whom may also be Members of the Academy Trust.

2. The personal data we hold

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

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details, residential address and postcode)
- References
- Employment details
- Information about business and pecuniary interests

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we collect and use data

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

- a) to meet the statutory obligations for publishing and sharing governor details placed upon us
- b) to establish and maintain effective governance
- c) to facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- d) to undertake equalities monitoring

- e) to ensure that appropriate access arrangements can be provided to governors who require them

4. Our lawful basis for using this data

Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information set out in section 3 for general purposes are:

- For the purpose of a) in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law set out here: Academies Financial Handbook, Companies Act 2006 and Charities Act 2011.
- For the purpose of b) in accordance with 'public task' basis – we need to process data to meet our statutory function as a school as set out here: Academies Financial Handbook, Companies Act 2006 and Charities Act 2011.
- For the purpose of b) in accordance with the 'consent' basis – we will obtain consent from you to use your personal data.
- For the purpose of c) in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law set out here: Keeping Children Safe in Education
- For the purpose of d) in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law set out here: Equality Act 2006.
- For the purpose of e) in accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason, including:
 - Access to School building

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and where we have obtained your explicit consent to use your personal data in a certain way.

5. Collecting data

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 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.

6. Storing data

Prospect School is committed to maintaining the confidentiality of its information and ensuring that all records within the school are only accessible by the appropriate individuals. In line with the requirements of the General Data Protection Regulation (GDPR), the school also has a responsibility to ensure that all records are only kept for as long as is necessary to fulfil the purpose(s) for which they were intended.

The School Records Management Policy outlines how records are stored, accessed, monitored, retained and disposed of, in order to meet the school's statutory requirements.

7. Who we share data with

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

- Our local authority Reading Borough Council
- Government departments or agencies
- Companies House
- Our regulator, Ofsted
- Suppliers and service providers eg GovernorHub, Reading Education Services, RGA, NGA
- Our auditors
- Health authorities

- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- The rest of the governing body
- The public

8. Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Claire Brown, School Business Manager or Satswana Data Protection Officer.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)

If you have a concern or complaint 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/>

For further information on how to request access to personal information held centrally by DfE and Companies House, please see the [DfE Personal Information Charter](#).

9. Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs C Brown, School Business Manager.

10. Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in February 2020.

11. Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs C Brown, School Business Manager.

February 2020