

ST JAMES'

CATHOLIC HIGH SCHOOL

Privacy Notice – Governors

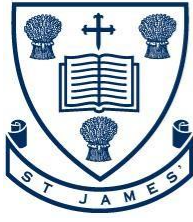
Date of Last Review	March 23
Date of Next Review	March 24

St James' Mission Statement:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

Rationale

We believe everyone has the right to his own property, both intellectual and real. Data protection measures must respect and uphold this right. We recognise and comply with our responsibility to safeguard information in compliance with the General Data Protection Regulation and Data Protection Act 2018. However, as part of a Catholic school community, we have an additional responsibility to recognise that we are 'data stewards' not 'data controllers'. We collect, store, handle and share data, only for purposes that uphold the inherent dignity and rights of the human person and the interests of the Common Good



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How we use governor information

We collect your information to;

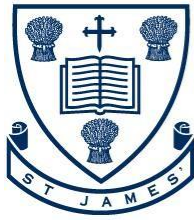
- enable you to serve as a governor
- comply with our statutory safeguarding obligations
- deliver appropriate training
- effectively manage the school
- fulfil statutory reporting to the Department for Education
- Monitor the security of the school's site to ensure the safety and wellbeing of staff, pupils and visitors

The categories of school information that we process include

- Personal information (such as name, address, date of birth, email address, telephone numbers, national insurance number)
- Characteristics information (such as gender, age, ethnic group)
- Disability and access requirements
- Employment details
- Images and video footage (CCTV)

Why we collect and use governor 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:



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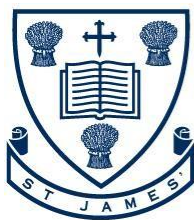
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- Processing is necessary to comply with the legal obligations of the controller.
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller.

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 the vital interests of the individual (or someone else's interests).

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how to withdraw it.



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Collecting governor information

We collect personal information from individual Governors.

Governor data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is 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.

Storing governor information

Any information about a governing body member is kept secure and is only used for purposes directly relevant to your term as a governor at the school. Once your term(s) of office with us has ended, we will retain this file and delete the information in it in accordance with our retention policy.

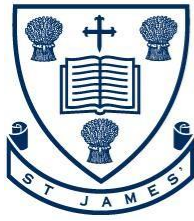
For more information on our data retention schedule and how we keep your data safe, please contact office@stjamesheadle.co.uk

Data is securely held electronically and in locked filing cabinets.

Who we share governor information with

We routinely share information with appropriate third parties, including:

- The Department for Education (DFE)
- Ofsted
- Police forces, courts, tribunals
- Local Authority



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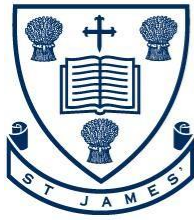
There may be circumstances in which we may lawfully share personal data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws

Why we share school governor information

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

Department for Education

We share personal data with the Department for Education (DfE) on a statutory basis. Under s.538 of the Education Act 1996, and the Academies Financial Handbook, the Secretary of State requires boards to provide certain details they hold about people involved in governance, as volunteered by individuals, and the information kept up to date.



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CATHOLIC HIGH SCHOOL

Data collection requirements

The DfE collects and processes personal data relating to those governing schools (including single and multi academy trusts (MATs)) and all schools are required to ensure they keep their governors details up to date under s.538 of the Education Act 1996, and the Academies Financial Handbook.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

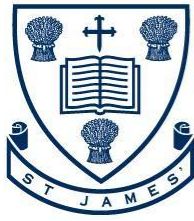
Requesting access to your personal data

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 please email office@stjamesheadle.co.uk to make a request or alternatively you can view our Data Subject Rights Policy on the School website.

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

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>



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Contact

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

The School Business Manager

sbm@stjamesheadle.co.uk

0161 482 6900_Extension217

Or the School's Data Protection Officer:

Stockport Metropolitan Borough Council

1st Floor

Stopford House

Stockport

SK1 3XE

dpa.officer@stockport.gov.uk

0161 474 2227