



## Swanmore C.E. (Aided) Primary School

### Privacy Notice for School Governors

Swanmore Primary School collects personal data about our governors. The personal data is required for the school to fulfil their official functions and meet legal requirements. The personal data collected is:

- Contact details (name, address, telephone no., email address & emergency contact)
- Date of birth
- Governor details (e.g. start and end dates, type of governor, appointed by, term, committees, responsibilities (e.g. vice chair) and governor ID)
- Business and other interests (e.g. business and pecuniary interests, relationships with members of school staff, governor roles at any other schools)
- Attendance record (e.g. at governing body and committee meetings)
- Criminal records certificate
- Bank details for payment of reasonable expenses (e.g. travel costs, child care costs)

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

- a) to meet the statutory duties placed upon us. *Note: e.g. duty to provide information to other organisations.*
- b) the administration of the governing body. *Note: e.g. governor elections, appointing governors, skills audit, arranging or providing training and development.*

The legal basis for our use of your personal data is:

- It is necessary to comply with a legal obligation.
  - *All maintained school governing bodies have a legal duty to provide governance information to the DfE and the Local Authority;*
  - *All maintained schools and academy trusts are required to publish on their websites information about their governors;*
  - *All maintained schools are required to apply for enhanced criminal records certificates.*
- It is necessary for the performance of a public task carried out in the public interest.
  - *Maintained schools have a discretionary power to pay governors' allowances.*
- It necessary to provide information to the National Governance Association.

We may share your information with the following organisations:

- **DfE.** We have a legal duty to provide the DfE with information about our governors.
- **Hampshire County Council.** We have a legal duty to provide HCC with information about our governors which enables the local authority to comply with its duties e.g. to provide training.
- **National Governance Association.** We share information on our governor's names and positions with the NGA. We do this so that governors can receive the NGA's weekly e-newsletter and access NGA's website and guidance centre.

Swanmore Primary School will keep your personal information stored securely.

Your personal information will be retained in accordance with the School's retention schedule available on the school website.

You have some legal rights in respect of the personal information we collect from you. Please see the School's General Privacy Notice on the school website.

You can contact the School's Data Protection Officer:  
Renata Bush, Data Protection Officer/School Business Manager  
Swanmore Primary School, Church Road, Swanmore, SO32 2PA  
Tel: 01489 894555

If you have a concern 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/>

Date of Review:	June 2022
Reviewed and Approved by Health & Safety Committee:	8 <sup>th</sup> June 2022
Approved by Full Governing Body:	14 <sup>th</sup> July 2022
Review date:	June/July 2025