



## **Privacy Notice** **(How We Use Governor Information)**

The categories of governor information that we collect, process, hold and share include:

- personal information (such as name, address, contact details);
- special categories of data including characteristics information (such as gender, age);
- term of office, responsibilities, relevant business and pecuniary interests as recorded on the register.

### **Why We Collect and Use this Information**

We use school governor data to:

- ensure the Governing Body functions effectively;
- meet the school's statutory requirements;
- provide transparency in relation to governance of the School;
- provide training and other opportunities to support the Governing Body.

### **The Lawful Basis on Which We Process this Information**

We collect and use governor data under the following conditions contained within Article 6(1) of the General Data Protection Regulations:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose;
- (c) Legal obligation: the processing is necessary for you to comply with the law;
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Where we process special category data we identify an additional processing condition within Article 9(2) of the GDPR:

### **Collecting this Information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school governor information to us or if you have a choice in this.

### **Storing this Information**

We hold governor data for a specified period which is detailed in the School's Retention Schedule which is contained within the IRMS's Information Management Toolkit for Schools. A copy of the retention schedule is available on request from the School's Data Protection Officer.

### **Who we share this information with**

We routinely share this information with:

- The Local Authority;
- the Department for Education (DfE);



- independent providers of governor services;
- trust or diocesan bodies (if applicable).

### **Why We Share School Governor Information**

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

We are required to share information about our governors with the Local Authority (LA) to enable the Governing Body to function effectively, and with the Department for Education (DfE) under section 538 of the Education Act 1996.

### **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:

- ***J. Warwick in the school office or;***
- ***e-mail her on office@stjameslowerdarwen.blackburn.sch.uk***

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 ask 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/>

### **Contact**

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

Mr Lee Gardiner  
Data Protection Officer  
Blackburn Town Hall (G Floor), Blackburn, BB1 7DY or  
[Schools.IG@blackburn.gov.uk](mailto:Schools.IG@blackburn.gov.uk)