



Privacy Notice

Cranbrook Primary School

How we use governor information

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

- Personal information (such as name and address)

Why we collect and use this information

We use the governor data:

- for communication
- to comply with publication of governor information including business interests
- to comply with the law regarding data sharing
- to comply with safeguarding regulations

The lawful basis on which we use this information

We collect and use governor information under

- The Education Act (various years)
- Article 6, and Article 9 (GDPR) (includes special category data)
- Article 23 GDPR (Restrictions prevention, investigation and detection of crime)

Article 6 GDPR: legal Obligation, Public Task and Vital Interests

Article 9 GDPR Special Category Data: Vital Interests, Safeguarding and Archiving in the Public Interest

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting governor information

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

Storing governor data

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see data retention policy

We follow the guidelines from the DfE relating to Data Storage and the Information Management Records Society (IMRS):

Short After event – e.g. After a school visit the data can be deleted after 1 month

PLUS 1 YEAR

Plus 5 YEARS

Long term records e.g. Archives for the public interest (Article 9 GDPR)

For further information please contact the school office

admin.cranbrookprimary@redbridge.gov.uk

Who we share governor information with

We routinely share governor information with:

- Local Authority (Redbridge Council)
- Police (DBS)
- Government (Get information about schools, formerly Edubase)
- the public (on the website)
- Microsoft Office 365
- Any relevant future apps and platforms that are legally compliant
- Police (DBS) courts, tribunals
- The Department for Education - to meet our legal obligations to share certain information with it (Get Information About Schools)
- Ofsted
- Professional advisers and consultants
- Other companies/ organisations in reasonable circumstances

Why we share 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.

Local Authority

We share information with the Local Authority to enable to help governors to discharge their responsibilities for effective governance and promoting training under Education Act 2002.

Police National security, Defence, Public Security

We share information on request with the Police and Security Services for the prevention investigation and detection of crime (Article 23 GDPR)

Government

Under the S538 Education Act 1996 we share information about governors with the government. Including full name, dob, postcode, previous names, date of appointment.

Requesting access to your personal data

Under data protection legislation, governors have the right to request access to information about them that we hold. To make a request for your personal information, contact admin.cranbrookprimary@redbridge.gov.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 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/>

Contact

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

David Powell
dpo@sapphireskies.co.uk