

Privacy Notice – Governors/Trustees

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	School Governance and Trustees			
What personal data do we need from you?	<p>To enable our School Governors/Trustees to carry out their official functions to support our school we use personal information, for example:</p> <ul style="list-style-type: none"> • Name and contact details • Declarations of interest • Vetting information • Digital images • Behaviour • Diversity information • Governance details – e.g. role, start and end dates and Governor ID) <p>Data is also entered manually on the Get Information About Schools (GIAS) system and held by DfE. Some of this information (e.g. name and role on the board) is publicly available.</p> <p>The school is the data controller for this information. Data processors may support through the provisions of systems. Where that is the case a data protection contract will be in place.</p>			
Who will be using your Personal Data?	Who is the Data Controller ?	St Benedict's Catholic College		
	Who is the Data Controller's Data Protection Officer ?	Essex Information Governance Service (IGS)		
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	<ul style="list-style-type: none"> • Jack Minto, Governing Body Clerk to the governing body of St Benedict's Catholic College • The Governing Body of St Benedict's Catholic College 		
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :	To deliver governor/trustee services to the College		
	The Legal Condition(s) :	<p>We are required by law to collect and use this information and our legal basis for using the personal information is a Public Task in the Public Interest and our Legal Obligations under section 538 of the Education Act 1996 and the Academies Trust Handbook. Our legal basis for using special category personal information is Substantial Public Interest.</p>		
Who else might we share your data with?	<p>We sometimes need to share some information, for example with:</p> <ul style="list-style-type: none"> • Our local authority 			

		<ul style="list-style-type: none"> The Department for Education (DfE) Other education providers Regulatory Bodies <p>We will not share your personal data with anyone else without your consent unless it is permitted by law.</p>
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?		NO
If your information leaves the country		<p>No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.</p> <p>For information about your rights in relation to this use of your personal information please see section 5 of our main notice.</p>
How long will your data be kept?	When will it stop being used?	The information we use will be retained until the Governor/Trustee ceases to work with the school, plus one year.
	How long after this will it be deleted?	The information we use will be retained until the Governor/Trustee ceases to work with the school, plus one year.
Our use of the data will be subject to your legal rights (marked if applicable):	Inform <input checked="" type="checkbox"/> Access <input checked="" type="checkbox"/> Rectify <input checked="" type="checkbox"/> Erase <input type="checkbox"/>	
	Restrict <input type="checkbox"/> Portable <input checked="" type="checkbox"/> Object <input checked="" type="checkbox"/> Automate <input checked="" type="checkbox"/>	
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:	For statutory purposes to ensure the smooth running of the College.
	This is what could happen if you refused to let us use your data for this purpose:	<p>Prospective governor - person not appointed</p> <p>Serving governor -Termination of appointment</p>
Visit the following links for more information about Privacy Law, our obligations and your Rights:		
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016		
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:		

Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH
Email	IGS@essex.gov.uk
Phone Number	0333 032 2970
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:	
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online	Or visit ico.org.uk or email casework@ico.org.uk
Phone Number	0303 123 1113

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