



General Data Protection Regulation Privacy Notice for Governors and Trustees

This privacy notice explains how we collect, store and use personal data about Governors working with the School.

1. Who processes your information?

The School is the data controller of the personal information you provide to us. This means the School determines the purposes for which, and the manner in which, any personal data relating to governors is to be processed. The School's address and contact details are: Holbrook Primary School, Gateside Road, Coventry, CV6 6FR, email: admin@holbrook.coventry.sch.uk, phone number: 02476 688947

Jessica Sweet acts as a representative in the form of Data Protection Officer for the School with regard to its data controller responsibilities; they can be contacted on 02476831068 or Jessica.Sweet@coventry.gov.uk. Their role is to oversee and monitor the School's data protection procedures, policies and to ensure that the School is compliant with the General Data Protection Regulations.

The School's registration as a data controller is: Z4589624

2. The personal data we hold

We process data relating to those volunteering at our School Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):
- Race, ethnicity, religious beliefs health data (such as disability and access requirements) sexual orientation and political opinions
- Voicemails
- Photographs – Sims Pupils
- CCTV images (for 30 days)

3. Why we use this data

The purpose of processing this data is to support the School to:

Establish and maintain effective governance

Meet statutory obligations for publishing and sharing governor's details

Facilitate safe recruitment, as part of our safeguarding obligations towards pupils

Undertake equalities monitoring

Ensure that appropriate access arrangements can be provided for those who require them

4. Use of your personal information for marketing purposes

Where you have given us consent to do so, the School may send you marketing information by email or text promoting School events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these texts and/or emails at any time by contacting the School office.

5. Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

Comply with a legal obligation

Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

You have given us consent to use it in a certain way (i.e. publishing your photograph on the school website)

We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Where we collect special categories of personal data, as mentioned above, we will have the appropriate policy document in place [\[link to special category data policy here\]](#)

6. Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information or whether you have a choice.

7. How we store this data and for how long

Personal data is stored with compliant third party suppliers (see Appendix 1).

When your relationship with the School has ended, we will retain and dispose of your personal information in accordance with our Record Retention Schedule [\[insert link\]](#).

8. Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

Government departments or agencies – to meet our legal obligations to share information about governors/trustees

Our local authority – to meet our legal obligations to share certain information with it, such as details of governors

Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support

Professional advisers and consultants

Employment and recruitment agencies

We also publish governors' details on the School website due to a legal obligation as a maintained School

Police forces, courts, law enforcement where necessary

We do not transfer your data outside the EEA

9. What are your rights?

You have the right to:

- Be informed about how the School uses your personal data.
- Request access to the personal data that the School holds via a subject access request addressed to the School address above. (Template can be found on the School website).
- Request that your personal data is amended if it is inaccurate or incomplete. If you believe that any information we are holding is incorrect or incomplete, please contact us and we will promptly correct your personal information found to be incorrect.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted in certain circumstances.
- Object to your personal data being processed in certain circumstances.
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

Information Commissioner's Office (ICO)

If you have a concern about the way The School is collecting or using your personal data, you can raise a concern with School's Data Protection Officer with the details provided above or the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Appendix 1

Personal data	Supplier/service	Reason why it is processed	Lawful basis
Governor name, email, attendance at meetings	Governor Hub	Recording agenda, meeting minutes, sharing documents	Legal obligation Public task duty

Name, car registration, photograph	Inventry – Electronic signing in system	Stores information of those on the school site	Legal obligation Public task duty
Name, position [photograph]	School website [i Link It Solutions)	To publish governing body information	Legal Obligation Consent for photographs
All Pupil Staff Parent information	Microsoft Applications: Outlook 365 OneDrive SharePoint Teams	Outlook 365 for email correspondence OneDrive for secure storage and remote access SharePoint for sharing and receiving files that hold minimal data Teams for video conferencing	Public task duty
Additional boxes			