

GORDON'S SCHOOL

Privacy Notice (How we use governor and trustee information)

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

- personal information (such as name, address, date of birth, telephone number)

Why we collect and use this information

We use governor and trustee data to:

- enable the development of a comprehensive picture of the governing body and Foundation Committee and their relevant skills to the role
- inform the future recruitment of additional governors and trustees
- communicate with you

The lawful basis on which we process this information

Data will be processed for the purposes of responding to requests for information about joining the governing body of the school or The Gordon Foundation Committee and the school will therefore have a "legitimate interest" for processing basic personal data and, if necessary, sensitive personal data. The data the school holds will be the minimum it requires.

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 governor information to us or if you have a choice in this.

Storing this information

We hold governor and trustee data for 25 years from the date a governor or trustee ceases in the role.

Who we share this information with

We routinely share this information with:

- the Charity Commission (Foundation Trustees only) – it is a requirement for charities to register their Trustees and keep the information up to date.
- the Department for Education (DfE) – it is a requirement of the Education Act 1996 for schools to provide, and keep up to date, the required governor information through their database, Edubase.
- our IT contractor (CTS)
- Babcock ie the local authority governance services
- Companies House

Why we share governor and trustee information

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

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 the Data Protection Officer, Josephine Boorman, at jboorman@gordons.surrey.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/>

Further information

If you would like to discuss anything in this privacy notice, please contact:
Josephine Boorman, Data Protection Officer, at jboorman@gordons.school