



**St. MICHAEL'S**  
CE (CONTROLLED) INFANT SCHOOL

**Privacy Notice – School Governors**  
**St Michael's CE Infant School**

Reviewed May 2024

To be Reviewed October 2024

# **Privacy Notice for School Governors (How we use personal data)**

St Michael's CE (Controlled) Infant School collects personal data about our Governors. The personal data is required for the school to fulfil their official functions and meet legal requirements.

## **The categories of personal data that we hold include:**

- personal contact details (such as name, address, email address, telephone number, emergency contact details)
- date of birth
- characteristics information (such as gender, age, ethnic group, relevant medical information)
- employment details
- governor details (e.g. start and end dates, type of governor, appointed by, term, committees, responsibilities (e.g. vice chair) and governor ID)
- business and other interests (e.g. business and pecuniary interests, relationships with members of school staff, governor roles at any other schools)
- attendance record (e.g. at governing body and committee meetings)
- criminal records certificate
- bank details for payment or reasonable expenses (e.g. travel costs, child care costs)
- photographs
- safeguarding checks

## **In addition, we may process the following “special category information” which is more sensitive data:**

- disability and access requirements
- race, ethnicity, or religious beliefs, sexual orientation

## **Why we collect and use this data**

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

- to establish and maintain effective governance
- to meet statutory obligations for publishing and sharing governors' details with the Department for Education
- facilitate safe recruitment as part of our safeguarding obligations towards pupils

- enable equalities monitoring and compliance with equalities duties

## **Our legal basis for using this data**

Under the UK General Data Protection Regulation (UK GDPR) the legal bases we rely on for processing information for general purposes are:

- Where processing is necessary for compliance with legal obligations of the Governing Body (e.g. including but not limited to legal obligations under the Education Act 2002; Education Act 2005; the School Staffing Regulations 2009; the Employment Rights Act 1996; relevant tax law and other employment law regulations)
- Where processing is necessary for the performance of a task carried out in the public interest or exercise of official authority vested in the Governing Body (e.g. education functions associated with running a school)

In addition, concerning any special category data

- It is necessary for reasons of substantial public interest.

## **Collecting personal information**

Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR UK, we will inform you at the point of collection, whether you are required to provide certain school information to us or if you have a choice in this. Where we are processing your personal data with your consent, you have the right to withdraw that consent.

## **Who we share personal information with**

We may share your information with the following organisations

- **the Department for Education (DfE)** We have a legal duty to provide HCC with information about our Governors
- **Hampshire County Council** We have a legal duty to provide HCC with information about our Governors which enables the local authority to comply with its duties e.g. to provide training

## **Storing personal information**

We hold data securely for the set amount of time shown in our data retention schedule. If you wish to see a copy of this schedule please ask at the school office or click on the link to the website [here](#)

Please also refer to the school's data protection policy [here](#)

You have some legal rights in respect of the personal information we collect from you. Please see the School's General Privacy Notice for further details [here](#)

You can contact the School's Data Protection Officer Jim Bell via the school office or on [adminoffice@st-michaels-inf.hants.sch.uk](mailto:adminoffice@st-michaels-inf.hants.sch.uk)

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/>

## **Last Updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in March 2024