

Hatfield Peverel St Andrew's Junior School

Privacy Notice – Governors



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			
What personal data do we need from you?	Name	Contact Details	Date of birth	
	Declarations of interest	Familial interest	Vetting information	
	Digital images	Behaviours	Governance details: role, start and end dates and Governor ID	
Who will be using your Personal Data?	Who is the Data Controller?	Hatfield Peverel St Andrew's Junior School		
	Who is the Data Controller's Data Protection Officer?	Lauri Almond (Essex County Council).		
	Are there any Data Processors?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	DBS		
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s):	To enable our School Governors to carry out their official functions to support our school.		
	The Legal Condition(s):	We are required by law to collect and use this information and our legal basis for using the personal information is our Legal Obligation under section 538 of the Education Act 1996 and the Academies Financial Handbook . Our legal basis for using special category personal information is Substantial Public Interest.		
Who else might we share your data with?	<ul style="list-style-type: none"> • Our local authority • The Department for Education (DfE) • Other education providers • Regulatory Bodies 			
<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>We will not share your personal data with anyone else without your consent unless it is permitted by law.</p>				



The information we use will be retained until the Governor ceases to work with the school, plus one year.



“Compassion, Achieve, Respect, Enjoy”

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.

For information about your rights in relation to this use of your personal information please see section 5 of our main notice.

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:

Email	DPO@nematrust.com
Phone Number	01376 556365

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 Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113





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