



The Grove Primary School Privacy notice for Governors

Privacy notice for Governors

This privacy notice explains how we collect, store and use personal data about governors. We, The Grove Primary School, are the 'data controller' for the purposes of data protection law. Our data protection officer is Charlotte Walton

Who we are and what we do

We are The Grove Primary School, Oakfield Lane, Consett, County Durham, DH8 8AP. We are a maintained primary school for children ages 3 – 11 years old. Our local authority is Durham County Council.

The personal data we collect, hold and share

Personal data that we may collect, use, store and share (when appropriate) about Governing Body includes, but is not restricted to:

- Personal Information such as Name, address and Contact details
- Register of Interests
- Attendance Records
- Photographs

Why we use this data

We process data relating to governors of our school. The purpose of processing this data is to assist in the running of the school and its governing body, including to:

- Facilitate safe recruitment
- Support the running of the schools governing body
- Improve the management of the school
- Inform our recruitment and retention policies
- Comply with the law regarding data sharing

Our legal basis for using this data

We collect and use personal data on the basis of performing a public task (educating children).

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

How we store this data

We hold data about our governing body while they are an active governor within the school. We may also keep it beyond their tennure at our school if this is necessary in order to comply with our legal obligations. We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.



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The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

Who we share governor information with

We do not share any of this data with any other organisation without your permission except where the law and our policies allow us to do so.

We are required to share some information about our governing body members with the public in the interest of transparency, information is shared in accordance with section 538 of the Education Act 1996. We do not transfer personal data to countries outside the European Economic Area.

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 Headteacher.

Other rights

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Data Protection Officer

**The Grove Primary School,
Oakfield Lane, Consett, County Durham
DH8 8AP**