



Privacy Notice – Governors

In order to comply with our legal obligations we hold a small amount of personal data on our Governors. This document aims to describe this data, explain what we do with it, and outline your data protection rights.

We promise to ensure that this personal information is processed fairly, is correct, is stored safely, and is kept for no longer than needed.

Who should I contact about data protection issues?

We have chosen a member of staff, Mr. Alex Melmoe, to have responsibility for data security – he is our Data Protection Officer. One of our Governors, Mrs. Celia Wilson, oversees Alex and make sure he's doing the job properly. If you want to talk about your personal information, they can be contacted via e-mail at dataprotection@imberhorne.co.uk or via the school switchboard on 01342 323562.

The Governor information we collect, hold and share

We collect and store the following information on our Governors

- **Name**
- **Address**
- **E-Mail Address & Contact Telephone Number(s)**

Retention of data

We are legally obliged to keep Governors information indefinitely.

Our legal basis for processing personal data

The current data protection laws require us to have a “legal basis” for processing personal data. We store information on our Governors as a public body to enable us to perform our tasks in the public interest.

Who we share Governor information with

We may share governor information with:

- West Sussex County Council (the local authority)
- National Governance Association
- Department for Education – Edubase (who make some publically available)
- Other Governors

We don't share information about our Governors without consent unless the law and our policies allow us to do so. Full details of who we share data with and why can be found at the back of this document.



Your rights

Under the current GDPR data protection regulations, we have to inform you that you have the following rights. Should you wish to exercise any of these rights please contact our Data Protection Officer – details on the first page of this document.

- **The right of access**

Being able to get a copy of the data we hold. You can contact us to request a copy of the data we hold – called a "Subject Access Request". We have to get back to you as soon possible as we can't take longer than a month to provide the data.

- **The right to rectification**

Being able to ask us to fix mistakes.

- **The right to erasure**

Have information we hold deleted.

- **The right to restrict processing**

Which means we can still hold the data, but can't use it.

- **The right to object**

Where we process data on the grounds of consent you are free to withdraw that consent at any time. You also have the right to object to processing of personal data that is likely to cause, or is causing, damage or distress

Note that there are circumstances when the above rights don't apply, like when a law says we need to hold certain pieces of information, or if not processing the data places a student in danger.

Data Protection Complaints

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting our Data Protection Officer.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner (the Government Body responsible for data protection) for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted our internal review procedure.

You can log a complaint with the Information Commissioner online at <https://ico.org.uk/concerns/>



Who we share Governor information with and why

Local Authority

We share governor details with West Sussex County Council (our Local Authority) because we have a legal obligation to do so. This also allows the Local Authority to provide training and support materials for our Governors.

National Governance Association

We have a membership with the National Governance Association, a charity that provides advice and support for school governors. Sharing your details with them allows you to access the services they provide. We will only share your details with the National Governance Association with your consent.

Department for Education - Edubase

We share Governor details with the Department for Education via their Edubase system as we have a legal obligation to do so under section 538 of the Education Act 1996.

Like all maintained schools, the data we will share with Edubase (who then make it publicly available) is:

- full name (including title)
- appointing body (e.g. board, foundation, parents etc.)
- date of appointment
- date term of office ends / ended if in last year
- whether they are the chair of governors or a member of the governing body

In addition, for all these individuals Edubase collects, but doesn't publish, a range of information to help them to identify specific individuals. The extra details we share in this vein are:

- postcode
- direct email address for chair

Other Governors

In order to promote co-operation between members of the Governing Body we like to share contact details of each Governor with the rest of the Governing Body, however we will only share your details this way with your consent.

Summary of Changes to this Document

From time to time we make small changes to this document to ensure it continues to describe how we process your data accurately. The table below summarises changes we have made.

Date	Author	Changes
04/06/18	AJM	Changed Data Protection Governor due to resignation of previous post holder.