



Privacy Notice – Governors/Trustees Data

[PLEASE USE THIS ALONGSIDE, NOT INSTEAD OF, DETAILED NOTICE]

What is this Privacy Notice for?

Saucey Wood, as a data controller, is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you, and who we share it with, before, during and after your relationship with us as a governor in accordance with the UK General Data Protection Regulation (UK GDPR).

It is important that you read this privacy notice together with our detailed governor privacy notice which contains more detailed information about our data processing and can be accessed on our website.

Why do we collect and use your information?

We collect personal information about governors / trustees through the application and recruitment process. We process this data for legal obligations, to support our function of running a school and for safeguarding purposes.

Where we collect data not covered by these reasons we will ask for your consent. This consent can be withdrawn at any time.

What information do we collect, hold and share?

This is a wide range of information from name, date of birth, contact details etc. to information acquired as part of your application to become a governor.

For a more complete list see the longer version of the privacy notice on our website.

How long do we keep the information?

We hold data securely for specific periods, as recommended by both national and local guidelines. Certain types of data may be held for longer, e.g. safeguarding. For more information on the recommended timescales please see the longer version of the privacy notice on our website.

Who do we share your information with?

We may share information with the DfE, the Local Authority, and other bodies and organisations. We do not share information with anyone without consent unless the law or our policies allow us to do so. When we share personal data, we will provide the minimum amount necessary to fulfil the purpose for which it is required.

In certain circumstances, we may transfer, store and process your personal data outside the UK or European Economic Area.

For more details, please see longer version of our privacy notice on our website.

How can you request access to the information we hold?

You have the right to request access to information about you that we hold via a Subject Access Request (SAR). To make a request for your personal data, contact DPO@saunceywood.herts.sch.uk The legal timescales for the school to respond to a Subject Access Request is one calendar month. As the school has limited staff resources outside of term time, we encourage you to submit Subject Access Requests during term time and to avoid sending a request during periods when the school is closed or is about to close for the holidays, if possible. This will assist us in responding to your request as promptly and fully as possible.

For more information about Data Protection Regulations and your rights see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

If you have a concern about the way we are collecting or using your personal data, please raise with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer (the "DPO") is responsible for ensuring the Sauncey Wood Primary School is compliant with the GDPR and with this policy. Herts for Learning act on the Schools behalf as a designated DPO. Please contact dpo@saunceywood.herts.sch.uk. Any questions or concerns about the operation of this policy should be referred in the first instance to the DPO.

A more detailed version of this privacy notice can be found on our website.
Our GDPR/Data Protection policy can be found on our website.