

Hedingham School and Sixth Form

Privacy Notice – Processing Governors Data

Managing School Governors

To enable our School Governor to carry out their official functions to support our school we use personal information, for example:

- Name and contact details
- Declarations of interest
- Vetting information
- Digital images
- Behaviours
- Governance details – e.g. role, start and end dates and Governor ID)

The school is the data controller for this information. Data processors may support this activity through the provision of systems.

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.

We sometimes need to share some information, for example with:

- Our local authority
- The Department for Education (DfE)
- Other education providers
- Regulatory Bodies

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.

We will not share your personal data with anyone else without your consent unless it is permitted by law.

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

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.

Approved By: Full Governing Body

Date Approved: 30.03.2022

Review Date: Spring 2023