



Under the UK General Data Protection Regulations (GDPR) we are obliged to inform you of the information which we hold about you as a governor at our school, including what we use it for, who we share it with, and for how long we keep it.

This privacy notice (also known as a fair processing notice) aims to provide you with this information. If it, or any information linked to it is unclear, please contact the school office on 020 8330 5947, or the school's Data Protection Officer, Mr Neil Henderson.

Email: [dataprotection@richardchalloner.com](mailto:dataprotection@richardchalloner.com) (see 'Contact us' below).

We, Richard Challoner School, are the Data Controller for the purposes of UK data protection law. As a public body, we have appointed a Data Protection Officer (DPO): Mr Neil Henderson.

### **1. The categories of information that we collect, hold and share include but are not limited to:**

- Personal information (such as name, address, date of birth);
- Contact details and preference (contact telephone numbers, email addresses, addresses);
- Details of your qualifications, skills, and experience for skills audit purposes;
- Details of your bank account and national insurance number (Information is only collected, in the case of reimbursement of expenses);
- Information about your criminal record;
- Details of your appointment, including the appointing body, the date of appointment, and term of office;
- Training you have attended in your role as a governor;
- Your attendance and visits to the school in your role as a governor;
- Any roles or leadership responsibilities you hold within the governing body;
- Information about business and pecuniary interests;
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, disability and access requirements, health and religion or belief, where this has been provided;
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes); Images held via CCTV
- We may also hold personal data about you from third parties, such as information supplied by the appointing body and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

### **2. Why we collect and use this information:**

The purpose of collecting and processing this data is to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Governor and Member details



- support effective governor development
- support effective management of the school
- complete equalities monitoring and reporting
- respond to any governance issues
- comply with the law regarding data sharing

### 3. The lawful basis on which we use this information:

Our lawful basis for collecting and processing your information is defined under Article 6, and the following subparagraphs in the GDPR apply:

- (c) Processing is necessary to comply with the legal obligations of the controller.
- (e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

Our lawful basis for collecting and processing your information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following subparagraphs in the GDPR apply:

- The data subject has given explicit consent.
- It is necessary to fulfill the obligations of controller or of data subject.
- Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions).
- It is in the public interest.

Where we have obtained consent to use governors' or members' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

### 4. Collecting Governor 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 the General Data Protection Regulation, we will inform you whether you are required to provide certain your information to us or if you have a choice in this.

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.



#### 5. Storing your data:

Any information about a governing body member is kept secure and is only used for purposes directly relevant to your term as a governor / member at the school.

Once your term(s) of office with us has ended, we will retain this file and delete the information in it in accordance with our retention of documents policy.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed.

#### 6. Who we share information with:

The school does not share information about you with any third parties without your consent unless the law and our policies allow us to do so.

Where it is legally required (and it complies with UK data protection law) we may share personal information about you with:

- The Department for Education and Education and Skills Funding Agency (ESFA) - to meet our legal obligations to share certain information regarding Governors and Members
- Our Local Authority (LA) to meet our legal obligations to share certain information, such as safeguarding concerns. The school's LA is the Royal Borough of Kingston
- The Disclosure and Barring Service – to meet our legal obligations for safer recruitment
- Our auditors, to enable them to meet their obligations to conduct internal and external audits of the school's governance arrangements
- Professional advisers and consultants – for us to develop our service to best provide our public service
- Other agencies such as Police forces, courts, tribunals, etc

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with UK GDPR.

#### 7. Requesting access to your personal data and your Data Protection Rights:

Under data protection legislation, governors have the right to request access to information about them that we hold, through a Subject Access Request. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child



- Tell you who it has been, or will be, shared with
  - Let you know whether any automated decision-making is being applied to the data, and any consequences of this
  - Give you a copy of the information in an intelligible form
- Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please complete a Data Request Form (available at the office) or contact the Headteacher in writing. This request will then be actioned by the Data Protection Officer, who will comply within 30 days.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress (however, this will not apply if the data is part of a legal requirement)
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

#### **How the government uses your Data:**

The governance data that we lawfully share with the DfE via GIAS will:

- increase the transparency of governance arrangements
- enable maintained schools, academies, academy trusts and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

#### **Data collection requirements:**

To find out more about the requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised DfE and education establishment users with a DfE Sign-in account who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.



#### 8. Concerns:

If you have a concern about the way we are collecting or using your personal data, please raise your concern with the school in the first instance by contacting our Data Protection Officer. We take any complaints about our collection and use of personal information very seriously

Please contact our Data Protection Officer Mr Neil Henderson via [dataprotection@richardchalloner.com](mailto:dataprotection@richardchalloner.com) or via the contact us detail below.

Alternatively, or failing a satisfactory conclusion, you can make a complaint to the Information Commissioner's Office: <https://www.gov.uk/data-protection/make-a-complaint>

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF 11.

#### Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Governance Professional Mrs Heather Fowler, in the first instance

[clerk@challoner.kingston.sch.uk](mailto:clerk@challoner.kingston.sch.uk)

Richard Challoner School  
Manor Drive North  
New Malden  
Surrey  
KT3 5PE

Tel: 020 8330 5947

**Review Date: June 2025**

**Revised January 2023**

**Change in DPO**