



# Lady Margaret School Privacy Notice

## How we use Governor Information

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold about you as governors 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, or the school's Data Protection Officer. Contact details for both are available at the end of this privacy notice.

We, Lady Margaret School at Parsons Green, London SW6 4UN are the Data Controller for the purposes of data protection law.

As a public body as we have appointed a Data Protection Officer (DPO), David Coy, London Diocesan Board for Schools who is contactable via email [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org).

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

- Basic Details (e.g. title, name, gender, nationality , formal photograph)
- Personal Information (e.g. date of birth, proof of identity, proof of address)
- Contact Information (e.g. address, telephone number, mobile number, home email, work email)
- Appointment Details (e.g. appointment date, term of office, your business or other charitable interests, declaration form)
- Disclosure and Barring Service Checks (e.g. convictions, cautions, clearance date, DBS number)
- Governors' Meeting Documents (e.g. meeting papers, reports, public minutes, confidential minutes)
- Annual Governor Reports (e.g. terms of service, meeting attendance, related parties declaration)
- Photographs (e.g. formal governor photograph, informal governor photographs for promotion or publicity)
- CCTV images

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:

- Enable you to serve as a governor
- Comply with our statutory safeguarding obligations
- Ensure we comply with our instrument of governance / Articles of Association
- Support effective governor development

- Support effective management of the school
- Statutory reporting to the Department for Education
- Respond to any governance issues
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Assess the quality of our services
- 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 sub-paragraphs 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 sub-paragraphs in the GDPR apply:

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

Where we have obtained consent to use governors' 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 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**

We create and maintain a file for each governing body member. The information contained in this file is kept secure and is only used for purposes directly relevant to your term as a governor 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 policy.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website. [www.ladymargaret.lbhf.sch.uk](http://www.ladymargaret.lbhf.sch.uk)

## 6. Who we share information with

We routinely share information with appropriate third parties, including:

- The Department for Education - to meet our legal obligations to share certain information with it
- Ofsted
- Our auditors, to ensure our compliance with our legal obligations
- Professional advisers and consultants – for us to develop our service to best provide our public service
- Police forces, courts, tribunals

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## 7. Why we share your information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

### Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. Under s.538 of the Education Act 1996, and the Academies Financial Handbook, the Secretary of State requires boards to provide certain details they hold about people involved in governance, as volunteered by individuals, and the information kept up to date.

## 8. Data collection requirements:

The DfE collects and processes personal data relating to those governing schools (including Single and Multi-Academy Trusts) and all schools are required to ensure they keep their governors' details up to date under s.538 of the Education Act 1996, and the Academies Financial Handbook

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

## 9. 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
- 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 contact in the first instance the School's Data Manager, Magdalena Telecka-Klimkiewicz by email [mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk](mailto:mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk) or telephone 020 7736 7138.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- 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; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

## 10. Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Please contact in the first instance the School's Data Manager, Magdalena Telecka-Klimkiewicz by email [mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk](mailto:mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk) or telephone 020 7736 7138.

To make a complaint, please contact our Data Protection Officer, David Coy, London Diocesan Board for Schools via email [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org).

Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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 in the first instance the School's Data Manager, Magdalena Telecka-Klimkiewicz by email [mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk](mailto:mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk) or telephone 020 7736 7138.