



Privacy Notice for School Governors

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Signatures:

	Name	Signature
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1. Introduction

The UK General Data Protection Regulations(UK GDPR) stipulates that individuals have a right to be informed about how their personal information is processed, i.e. collected, used, stored, amended, disclosed, deleted etc., (unless there is a legal reason not to). Powys County Council (PCC/The Council) complies with this requirement by providing 'privacy notices' when personal data is being processed.

This privacy notice explains how the Council collects, stores and uses personal data about Governors.

Powys County Council is the 'data controller' for personal information processed.

2. The personal data we hold

Personal data that the Council may collect, use, store or share (when appropriate) about Governors includes, but is not restricted to:

- current and previous contact details – title, name(s), address(es), email address, telephone contact details etc.;
- current governorships, i.e., type of governor, any positions held on the governing body and term of office;
- Previous governorships, i.e., type of governor, any positions held on the governing body, terms of office serves and reasons for resignations/suspensions;
- Training records, e.g., attendance at Local Authority organised/commissioned training events;
- Signed Declaration of Eligibility forms;
- Information provided by individuals as part of an application form to facilitate the Authority governor appointment procedures.

3. Why we use this data

PCC uses this data to:

- comply with the law regarding *Section 72 of the Education and Inspections Act 2006*;
- comply with *The Government of Maintained Schools (Wales) Regulations 2005*;
- provide appropriate statutory advice and guidance;
- deliver governor advice, guidance, information and training.

4. Our legal basis for using this data

PCC only collects and uses Governors' personal data when data protection law allows. Most commonly, the Council process it where:

- There is a need to comply with a legal obligations (see above)
- There is a need to provide Governors' with advice, guidance, information and training.

5. Collecting this information

Personal data that is collected about Governors is provided by either the school involved, the clerk to governors or individual governors/prospective governors.

6. How we store your data.

The personal information of a Governor is held securely in both electronic and manual (paper-based) formats for 5 years after cessation of the role. This is in line with The Government of Maintained Schools (Training Requirements for Governors) (Wales) Regulations 2013.

7. Data sharing

The Council does not share information about governors with any third party without consent unless the law or other valid obligations require this.

Where it is legally required or necessary (and it complies with data protection law) PCC may share personal information about governors with:

- Powys County Council Schools where the Governor is or has been a Governor;
- Other Local Authority departments/services where appropriate;
- Appropriate regulators, such as Estyn.
- Central and Local Government.

8. Your rights under the GDPR.

Under the GDPR, individuals have 8 rights:

- 1. The right to be informed.**
 - You have the right to be informed about how and why your information is being used which is information provided in *privacy notices*.
- 2. The right of access.**
 - You have the right to request and receive a copy of your personal information that is being processed, otherwise known as a Subject Access Request (SAR).
- 3. The right to rectification.**
 - You have the right to have your personal information corrected or completed if you feel it is inaccurate or incomplete.
- 4. The right to erasure.**
 - You have the right to request that your personal information is deleted. (This right is sometimes referred to as the 'right to be forgotten').
- 5. The right to restrict processing.**
 - You have the right to request the restriction or suppression of the processing of your personal data.
- 6. The right to data portability**
 - You have the right to obtain and reuse your personal information for your own purposes across different services.
- 7. The right to object**
 - You have the right to object to the processing of your personal information.
- 8. Rights in relation to automated decision-making including profiling**
 - This relates to automated decision-making without human involvement. You have the right to restrict automated decisions.

All requests exercised must be made in writing and must be responded to within one month by the Council. There is no charge to exercise these rights in most cases. However, you should be aware that it is not always possible for PCC to restrict processing of personal data, especially where the legitimate interests override those of an individual. Where you

have identified inaccurate data then PCC have the right to request that the inaccuracy be verified and ask for proof of the inaccuracy.

To exercise any of these rights, please contact the Data Protection Officer by email:

information.compliance@powys.gov.uk

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with PCC in the first instances.

For more information on how Powys County Council uses personal data please visit our web site <https://www.powys.gov.uk>.

9. Complaints

PCC take all complaints about the collection and use of personal information very seriously so if you have any concerns or would like more information about anything mentioned in this privacy notice, please contact the **Data Protection Officer**:

Data Protection Officer
Powys County Council
County Hall
Spa Road East
Llandrindod Wells
Powys
LD1 5LG

Email: information.compliance@powys.gov.uk.

If you are still not satisfied, you can make an appeal to the Information Commissioner, who is the statutory regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
2nd floor
Churchill House
Churchill way
Cardiff
CF10 2HH
Tel: 029 2067 8400
Email: wales@ico.org.uk
www.ico.org.uk