



KNAPHILL FEDERATION OF SCHOOLS

Privacy Notice for Governing Board

Under data protection law, individuals have a right to be informed about how the Knaphill Federation of Schools (Knaphill School and Knaphill Lower School) uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the Knaphill Federation of Schools in a Governor capacity.

We, Knaphill Federation of Schools, are the 'data controller' for the purposes of data protection law.

The personal data we hold

We process data relating to those volunteering at Knaphill Federation of Schools Governing Board. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Governor's name
- Governor's contact details
- References
- Evidence of qualifications
- Employment details
- Attendance record at meetings
- Training records
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to support the Knaphill Federation of Schools Governing Board to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for governors/personnel who require them
- Headteacher recruitment
- Minutes of meetings
- Investigate complaints
- Examine reports presented to the Governing Board such as a confidential issue relating to staff

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

Appendix 3

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data – for example, where:
 - We have conducted a Legitimate Interests Assessment (LIA) and kept a record of it, to ensure that we can justify our decision.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data is stored in accordance with our Data Protection Policy.

We maintain a file to store personal information about all Governors. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the Knaphill Federation of Schools.

When your relationship with the Knaphill Federation of Schools has ended, we will retain and dispose of your personal information in accordance with [*Information and Records Management Society's toolkit for schools*](#). *Guidance on the retention of governor records begins on page 37.*

Data sharing

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

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

- Government departments or agencies – to meet our legal obligations to share information about governors
- Our Local Authority – to meet our legal obligations to share certain information with it, such as details of governors
- Ofsted
- Other schools within the Federation
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor support
- Professional advisers and consultants
- Health and Social Welfare authorities/organisations – to meet our legal obligations to share certain information with them, such as health and wellbeing/safeguarding concerns
- Employment and recruitment agencies
- Law enforcement officials such as Police, Courts, HMRC
- Charities and Voluntary organisations
- Our Auditors

Transferring data internationally

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.

Appendix 3

Use of your personal information for marketing purposes

Where you have given us consent to do so, the Knaphill Federation of Schools may send you marketing information by e-mail promoting Knaphill Federation of Schools, events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these e-mails at any time by contacting DataEnquiry@kfos.co.uk.

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the Knaphill Federation of Schools holds about them.

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

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact DataEnquiry@kfos.co.uk.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact DataEnquiry@kfos.co.uk.

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.

To make a complaint, please contact DataEnquiry@kfos.co.uk.

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

Contact us

If you would like to discuss anything within this Privacy Notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern by emailing DataEnquiry@kfos.co.uk in the first instance.

We have appointed a **Data Protection Officer (DPO)** to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information then you can contact the DPO on the details below: -

Appendix 3

Data Protection Officer Name: Craig Stilwell

Data Protection Officer Details: Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE

Data Protection Officer Email: dataservices@judicium.com

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.