



Privacy Notice – Governors

Under data protection law, individuals have a right to be informed about how our Trust use any personal data that we hold about them.

Members, Directors and Local Governors provide a vital role within our setting. They provide us with personal data and on occasion we share personal data with governors/trustees so that they can fulfil their obligations.

This privacy notice explains how we collect, store and use personal data about individuals who are Members, Directors and Local Governors.

The personal data we hold

We process data relating to those we appoint, or otherwise engage as Members, Directors and Local Governors, this may processing data about current office holders, or retaining data about those individuals who are no longer in role. Personal data that we may collect, use, store and share (when appropriate) about you may include, but is not restricted to:

- Contact details and copies of identification documents, including names, addresses, telephone numbers, email addresses, passport and birth certificates, visa details and other contact details;
- Date of birth, marital status and gender;
- Next of kin and emergency contact numbers;
- Bank account details (for the payment of expenses);
- Appointment information, including copies of right to work documentation, references and other information included in a CV or covering letter or as part of the appointment process;
- Qualifications and employment records, including work history, job titles, and professional memberships;
- DBS Certificate number and date of issue, prohibition from teaching and management checks, disqualification from childcare declaration form;
- Medical questionnaires and, where appropriate, information about an individual's health;
- Records of attendance at governing body and sub-committee meetings;
- Records and outcomes of any disciplinary, complaints and/or grievance procedures or other performance issues;

- Specimen signatures/signed mandates for delegated financial authority;
- Photographs and videos of participation in Schools' activities;
- CCTV footage captured by the Schools' CCTV system;
- Vehicle details for those who use our car parking facilities.

Special Category data

Some of the information we hold is what is classed as special category data. Special category data includes any information concerning racial or ethnic origin, political opinions, religious or philosophical beliefs, health, genetic or biometric data, and trade union membership. Where we need to process special category data we must fulfil an additional lawfully process, which is detailed below.