



# THE BROOKFIELD SCHOOL

## Privacy Notice

### Trustees & Directors

This privacy notice sets out how and why we, as data controller, collect and process personal information relating to current and former governors. This notice does not form part of any contract of employment or other contract to provide services.

#### **The Data Protection Officer**

The School's Data Protection Officer is Ms Samantha Smith who can be contacted by E-mail: [igschools@herefordshire.gov.uk](mailto:igschools@herefordshire.gov.uk); Tel: 01432 260282; Post: Information Governance, Herefordshire Council, Plough Lane, HR4 0LE

#### **Information held about you**

In order to provide efficient and effective services it is necessary for us to collect and process personal information about you. This information will include:

- personal identifiers and contacts - such as name, address, telephone numbers, e-mail addresses, DFE Governor identification number, photographs and images
- characteristics information – such as ethnicity, language, age
- term of office details – such as start date, training records, professional membership details
- committee membership and responsibility areas
- qualifications and relevant work experience
- business and personal interests, trusteeships and conflict areas
- information relating to communications with you – such as details of meetings, telephone calls
- DBS confirmation information
- Medical information if appropriate
- records of attendance at Board of Directors and subcommittee meetings

This list is not exhaustive and may change from time to time.

#### **Why we collect this data and how will we use the information we hold about you**

We will collect information about you to:

- to meet statutory requirements
- to increase transparency in governance arrangements
- to ensure the easy circulation of governor information and documents and the efficient administration of governor business
- to enable appropriate organisational contact (both internal and external)
- for safer appointment and working practices and to carrying out our safeguarding duties with regard to students and workforce
- enable ethnicity and disability monitoring
- to keep individuals safe in relation to existing medical conditions
- to provide access (where appropriate) to the school's ICT systems and to monitor the use thereof in line with the school's acceptable use policy



This information is essential for the school's operational use. While the majority of information you provide to us is mandatory some of it is requested on a voluntary basis. In compliance with data protection legislation we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

### **What is the legal basis for us to process your data?**

The school processes information in line with a number of legal obligations. There is a wide-ranging framework of legislation that governs the school's actions to educate and safeguard the wellbeing of its pupils.

Additionally, the Academies Financial Handbook requires the School to collect and share information about individuals in governance roles with the DFE.

Your data will also be processed in performance of the public task to ensure the efficient management and running of the school.

Relevant health and medical information is collected and processed in order to protect the vital interests of individuals.

Other information may be collected and processed with your consent, which you can withdraw at any time.

### **Who is processing my data?**

All personal data is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is The Brookfield School.

The Brookfield School contracts with a number of carefully vetted companies who process data on behalf of the school, these include:

- Scholar Pack - the school management information system
- Hoople – for DBS checking Services
- HGA –providing governance support
- Governors Hub – providing governance support
- Thorne Widgery - auditors

### **Who we will share your information with**

We do not share information about our governors with anyone without consent unless the law and our policies allow us to do so. In such circumstances we routinely share governor information with:

- our local authority who maintain a record of governing bodies
- the Department for Education (using the GIAS System) who maintain a register of school governors
- Herefordshire Governors Association / Governors Hub
- Ofsted
- the NHS
- the Police



With your consent, your information may also be shared with:

- Facebook – used to promote and celebrate events the school takes part in
- The Brookfield School website and newsletters – used to promote and celebrate school events
- Local press and media– to promote and celebrate events the school takes part in.

We will not normally share your information without your consent; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law; for monitoring and funding purposes; safeguarding, and in risk of harm or emergency situations. Any information shared will be with appropriate individuals on a need to know basis. Only the minimum information required will be shared.

### **How do we store and how long do we keep your information?**

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept no longer than the maximum number of years required by law as outlined in the Records Management Toolkit for Schools (information and records management society [www.irms.org.uk](http://www.irms.org.uk)) All information will be held securely and destroyed under confidential conditions at the appropriate time.

### **Your rights**

You have a number of rights under data protection law, including the right to request a copy of your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to:

Mrs Wendy Roberts, The Brookfield School, Email - [wroberts@brookfield.hereford.sch.uk](mailto:wroberts@brookfield.hereford.sch.uk)

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs Wendy Roberts, Office Manager [wroberts@brookfield.hereford.sch.uk](mailto:wroberts@brookfield.hereford.sch.uk)

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.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

### **Providing Accurate Information**

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update our records.



### **Further information**

If you have any questions or concerns about how your information is used, please contact Mrs Roberts in the first instance.

Alternatively, you can contact Ms Samantha Smith, the Data Protection Officer.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>