



Governor services privacy notice

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Simon Langton Grammar School for Boys collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Steven Dodds.

Personal information we collect and use

We collect the following personal information when you provide it to us:

- Personal information (such as name, address, contact details, gender, email address)
- Personal information (such as username, IP address, device name, browsing history (only if using school Wi-Fi))
- Special category characteristics (disability)
- Governing body details – eg committee membership
- Governor type and term of office
- CCTV footage

How we use your personal information

We use your personal information to:

- Maintain a governor database
- Carry out our obligations as a school with regards to school Governance
- Contact governors regarding statutory changes in legislation and details of training opportunities
- Protect the school buildings and site
- To protect our network
- Protect the safety of visitors to our school

We will hold your personal information whilst you are a Governor at the school, after which time it will be archived or securely destroyed.

Reasons we can collect and use your personal information

- We rely on consent to hold the home address, email address and phone number of all Governor.
- Legitimate interest in protecting our computer network.
- Legal obligations.
- Public interest.

How we store this data

We keep personal information about governors while they are a governor our school. We may also keep it beyond their term at our school if this is necessary in order to comply with our legal obligations.

Who we share your personal information with

- The school has a statutory obligation to publish governor details on their website and the national 'Get Information About Schools' (GIAS) website
- Commissioned providers of local authority services (such as Governor training)

We will share personal information with law enforcement or other authorities if required by applicable law.

Your rights

Under Data Protection Act 2018 and GDPR you have rights which you can exercise free of charge which may allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (subject access request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent at any time (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under GDPR.

If you would like to exercise a right, please contact the School's DPO, Steven Dodds, at the school (sdodds@thelangton.kent.sch.uk)

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Data Protection Act 2018 and GDPR also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted on 03031 231113.