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## The St Marylebone Church of England School

64 Marylebone High Street

London W1U 5BA

# The St Marylebone CE School Privacy Notice How we use Governor's Information

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Required to publish on website?	<b>Yes</b>
Statutory:	<b>Yes</b>
Committee:	<b>Staffing and Management</b>

## 1. Context

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Under the General Data Protection Regulation (UK GDPR) we are obliged to inform you of the information we hold on and your child / children attending the school, what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. If you have any questions about this, please contact the school office, or the school's Data Protection Officer. Contact details for both are available at the end of this privacy notice.

We, The St Marylebone CE School at 64 Marylebone High Street are the Data Controller for the purposes of data protection law.

As a public body as we have appointed a Data Protection Officer (DPO), provided by the London Diocesan Board for Schools.

## 2. The categories of Governor information that we collect, hold and share include (but are not limited to)

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- a) Personal information (such as name, address).
- b) Contact details and preference (contact telephone numbers, email addresses, addresses)

- c) Photographs (for internal safeguarding and security purposes, school newsletters and publications and only with additional permissions for media and promotional purposes).
- d) CCTV images
- e) Governance details (such as role, start and end dates and governor ID)

### **3. Why we collect and use this information**

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The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use governor information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) to inform you about events and other things happening in the school
- c) contact governors regarding statutory changes in legislation and details of training opportunities

### **4. The lawful basis on which we use this information**

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The lawful basis for our collection and processing of Governor information is defined under Article 6 (EU-GDPR). The following sub-paragraphs in the GDPR apply:

- a) Data subject gives consent for one or more specific purposes.
- b) Processing is necessary to comply with the legal obligations of the controller.
- c) Processing is necessary to protect the vital interests of the data subject.
- d) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

Our lawful basis for collecting and processing Governor information is also further defined under Article 9 (EU- GDPR), in that some of the information we process is deemed to be sensitive, or special, information. The following sub-paragraphs in the GDPR apply:

- a) The data subject has given explicit consent.
- b) It is necessary to fulfil the obligations of controller or of data subject.
- c) It is necessary to protect the vital interests of the data subject.
- d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- e) Reasons of public interest in the area of public health.
- f) It is in the public interest.

Where we have obtained consent to use Governors' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using Governors' personal data overlap, and there may be several grounds which justify our use of this data.

## **5. Collecting Governor information**

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We collect personal information via application form and Via transfer from LDBS and the Local Authority.

Governor data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR, 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 in this.

## **6. Storing Governor data**

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We hold data securely for the set amount of time shown in our data retention policy. This is normally for six years after leaving post.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed.

## **7. Those with whom we share Governor information**

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We routinely share this information with:

- a) the Department for Education (DfE)
- b) LDBS
- c) DBS
- d) Companies House
- e) the clerk to Governors
- f) training providers

Where we transfer personal data to a country or territory outside UK, we will do so in accordance with data protection law.

## **8. Why we share Governor information**

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We do not share information about our governors with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about our governors with:

- a) our local authority (LA) under The School Governance (Constitution) (England) Regulations 2012.
- b) the Department for Education (DfE). The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the (DfE) under the requirements set out in the [Academies Financial Handbook](#)

## **9. Requesting access to your personal data and your Data Protection Rights**

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Under data protection legislation, parents and pupils have the right to request access to information about them that we hold, through a Subject Access Request.

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 for how long we will keep it.
- explain where we got it from,
- 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.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data team in school:

[dataprotection@stmaryleboneschool.com](mailto:dataprotection@stmaryleboneschool.com)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;

## 10. Complaints

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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 our data protection officer:

[john.pearson-hicks@london.anglican.org](mailto:john.pearson-hicks@london.anglican.org)

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
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 11. Contact us

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If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact [dataprotection@stmaryleboneschool.com](mailto:dataprotection@stmaryleboneschool.com)

## 12. Other relating documents

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This policy relates to

- Data Protection Policy
- Data Retention Policy

- Privacy Notice Pupils and Parents
- Privacy Notice Contractors and Suppliers
- Privacy Notice Staff
- Data protection code of practice including email security
- Guidance for Governors on Handling Personal Data