



# PRIVACY NOTICE FOR GOVERNORS

We, Purley Oaks Primary School, Nursery and Children's Centre, are a data controller for the purposes of the General Data Protection Regulation (GDPR).

SCC DPO Services are the Data Protection Officer. Their role is to oversee and monitor the role of the school's data protection procedures and to ensure they are compliant with the GDPR.

The Data Protection Officer can be contacted by e-mail on [DPO@sccgdprservices.co.uk](mailto:DPO@sccgdprservices.co.uk)

## The Categories of Governor's Information that we collect, process, hold and share

The categories of information that we collect, process, hold and share about members of the Governing Board include:

- Personal information (such as name, address, contact details, term of office and business interests)
- Disclosure and Barring Service information

## Why we Collect and Use this Information

We use this data to:

- Inform the appointment of governors;
- Communication of Governing Board matters:

## The Lawful Basis on which we process this information

We will not give information about you to anyone without your consent unless the law and our policies allow us to. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulations (GDPR) and UK Law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

## Collecting this information

Whilst the majority of data you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will

inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

If it is mandatory, we will explain the possible consequences of not complying. Where consent is required, the school will provide you with specific and explicit information with regard to the reasons why the data is collected and how the data is used.

### Storing this information

Personal data relating to the Governing Board at Purley Oaks Primary School, Nursery and Children's Centre is stored in line with the school's GDPR compliant Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### Who we share this information with

We routinely share this information with:

- Our Local Authority – *Croydon Council*
- The Department for Education (DfE), Get Information about Schools
- Governor Services – *Octavo Partnership (Croydon Council)*
- DBS provider – *Atlantic Data for Croydon Council*
- Suppliers and service providers – to enable them to provide the service we have contracted them for including:
  - Our IT provider – *Octavo*
  - Our broadband and text/email service provider – *London Grid for Learning*
  - Our online payments provider – *sQuid*
  - Our communication app – *Weduc*
  - Our parents evening booking system – *School Cloud Systems*
  - Our staff and visitor registration system – *InVentry*
  - National Governance Association
  - School website

### Why we share school workforce information

We will not give information about you to anyone outside the school or Local Authority (LA) without your consent, unless the law and our policies allow us to.

We are required to share information about our Governing Board with Croydon local authority (LA) and the Department for Education (DfE). This data sharing is used to inform them of the membership of Governing Board and its responsibilities.

### **Requesting Access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the school via email: [dataprotection@purleyoaks.croydon.sch.uk](mailto:dataprotection@purleyoaks.croydon.sch.uk) or speak to the School Business Leader.

### **What are your rights?**

You 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
- To withdraw your consent at any time, where the processing of data is based on your consent
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Please email:

[dataprotection@purleyoaks.croydon.sch.uk](mailto:dataprotection@purleyoaks.croydon.sch.uk).

Alternatively, you can contact the Information Commissioner's Office on 03031 233333, Monday to Friday 9:00am – 5:00pm or via their website at <https://ico.org.uk/concerns/>

## Further Information

The Data Protection Officer, **SCC DPO Services**, can be contacted by e-mail on:

[DPO@sccgdprservices.co.uk](mailto:DPO@sccgdprservices.co.uk)

If you would like to discuss anything in this privacy notice, please contact:

**Lisa Murphy**

School Business Leader

Purley Oaks Primary School

Bynes Road

South Croydon

CR2 0PR

Tel: 020 8688 4268

Email: [dataprotection@purleyoaks.croydon.sch.uk](mailto:dataprotection@purleyoaks.croydon.sch.uk)