



Loughton School

Privacy Notice for Governors

How we use your information

The categories of school governor information that we collect, process, hold and share include:

- personal information such as name, address, occupation, email and phone contacts
- sensitive data including characteristics' information such as gender, age, nationality, disability
- criminal offence data
- appointment details such as start and end dates, roles

Most of this information is collected during the appointment process and is to assist in the running of the school particularly in relation to school governance.

Why we collect and use this information

We use school governors' data to:

- meet statutory requirements in providing information to the Department of Education (DfE), Companies House and Ofsted
- publish details on the school website
- enable the development of a comprehensive picture of school governance and how it is deployed

The lawful basis on which we process this information

We process personal and sensitive data in the public interest and as our legal obligation and we record criminal offence information in an official capacity.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold school governors' data for a varying length of time depending on what the information is and according to the school's data retention policy (available on request).

Who we share this information with

We do not share information about school governors with anyone without consent unless the law and our policies allow us to do so. We are required by law or school policy, to pass on some of the personal data to:

- Companies House
- the Department for Education (DfE)
- Ofsted
- our external auditors – Streets Chartered Accountants
- Milton Keynes Council
- Parents and other stakeholders via the school website
- Governor Hub – an online platform for governors for communication and committee papers
- National Governors' Association (NGA)
- The Key for Governors – an online platform for governors to access a range of documents and policies and to keep up-to-date with relevant news and developments

Transferring information overseas

We will not transfer any personal information outside the European Economic Area (EEA) without obtaining specific consent.

Why we share school governor information

Companies House

We are required to share information about our school governors with Companies House to provide a comprehensive picture of the school's management and governance structure. Data shared includes appointment details, nationality, age, address and occupation.

Department for Education (DfE)

We share details of terms of office for each governor with the DfE on a statutory basis.

Ofsted

We share personal data with Ofsted to assist with the statutory inspection process.

Streets Chartered Accountants

We are required to share information relating to appointment details, attendance at meetings, remuneration and expenses (if any) with the school's external auditor, Streets Chartered Accountants, as part of the annual statutory audit and preparation of final accounts.

Milton Keynes Council

We share governors' names and addresses with the local council to provide assurance of the school's governance arrangements.

Loughton School website

Governors' names and roles are published on the school website as a statutory duty.

Governor Hub

We share governors' names, addresses, email contacts and roles on Governor Hub but this information is only accessible to governors and relevant staff of the school.

National Governors' Association (NGA)

We share names and addresses of governors with the NGA as a statutory duty.

The Key for Governors

We share names and emails of governors with The Key to enable access to this valuable resource.

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, contact Diane Simpson or Zoe Duggan at the school.

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; and
- 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 ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

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

Diane Simpson – simpsond@loughton.milton-keynes.sch.uk

Zoe Duggan – dugganz@loughton.milton-keynes.sch.uk

Cyprel Ijeh (Data Protection Officer) – ijehc@loughton.milton-keynes.sch.uk