



Lady Margaret School Privacy Notice

How we use Governor Information

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the school in a voluntary capacity, including Governors.

We, Lady Margaret School at Parsons Green, London SW6 4UN are the Data Controller for the purposes of data protection law.

As a public body as we have appointed Grow Partners Ltd as Data Protection Officer (DPO). The responsible contact is David Coy, who is contactable via email david.coy@london.anglican.org.

1. The personal data we hold

The personal data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to:

- Basic Details (e.g. title, name, gender, nationality , formal photograph)
- Personal Information (e.g. date of birth, proof of identity, proof of address)
- Contact Information (e.g. address, telephone number, mobile number, home email, work email)
- Appointment Details (e.g. appointment date, term of office, your business or other charitable interests, declaration form)
- Disclosure and Barring Service Checks (e.g. convictions, cautions, clearance date, DBS number)
- Governors' Meeting Documents (e.g. meeting papers, reports, public minutes, confidential minutes)
- Annual Governor Reports (e.g. terms of service, meeting attendance, related parties declaration, training records, school visits, skills and qualification audits)
- Photographs (e.g. formal governor photograph, informal governor photographs for promotion or publicity)
- CCTV images
- Data about your use of the school's information and communication system
- Payment and banking details where required e.g. for expense claims

We may also hold personal data about you from third parties, such as information supplied by the appointing body and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

A full breakdown of the information that we collect on Governors can be found within the record of data processing which can be requested from the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138.

2. Why we collect and use this information

The reasons we collect and process this data includes but is not limited to:

- Establishing and maintaining effective governance
- Meeting statutory obligations for publishing and sharing voluntary individuals' details
- Facilitating safeguarding as part of our safeguarding obligations towards pupils
- Fulfil our legal obligations in appointing voluntary individuals
- Support development
- Equalities monitoring and reporting
- Ensure that appropriate access arrangements can be provided for volunteers who require them
- To comply with the law regarding data sharing
- Respond to any school workforce issues
- Undertake statutory reporting the Department for Education

3. The lawful bases on which we use this information

Are defined under data protection legislation and for personally identifiable information are:

- Processing is necessary to fulfil a contract with you
- You have given consent for one or more specific purposes
- Processing is necessary to comply with the school's legal obligations
- Processing is necessary to protect your vital interests
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education)
- Processing is necessary for the school's legitimate interests or the legitimate interests of a third party

When we process special category information, which is deemed to be more sensitive, the following lawful bases are used:

- You have given explicit consent
- Employment, social security, and social protection
- It is necessary to fulfil the school's obligations or your obligations
- It is necessary to protect your vital interests
- Processing is carried out by a foundation or not-for-profit organisation (includes religious, political, or philosophical organisations and trade unions)
- Reasons of public interest around public health

Where we have obtained consent to use 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.

4. Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

5. Storing your data

Personal data is stored in accordance with our Data Retention Policy. We retain personal information about all volunteers. This information is kept secure and is only used for purposes directly relevant to your work with the school.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our Data Retention Schedule. A copy of this can be obtained by contacting the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138.

6. Whom we share information with

In order for us to legally, effectively and efficiently function we are required to share data with appropriate third parties, including but not limited to:

- The Department for Education - to meet our legal obligations to share certain information
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor support and IT services
- Training centres and awarding bodies - in order to share information and feedback on your performance
- Your families and representatives - such as in the event of an emergency
- Our auditors to ensure compliance with our legal obligations
- Trade Unions and Professional Associations - to enable them to provide the service their members require
- Professional advisers and consultants - for us to develop our services and best provide our public service
- Employment & recruitment agencies and future employers - to support reference requests
- Police forces, courts, tribunals, security organisations - to create a secure workplace for all at the school

7. Transferring data internationally

We may send your information to other countries where:

- We or a company we work with store information on computer servers based overseas; or
- We communicate with you when you are overseas.

We conduct due diligence on the companies we share data with and note whether they process data in the UK, EEA (which means the European Union, Liechtenstein, Norway and Iceland) or outside of the EEA.

The UK and countries in the EEA are obliged to adhere to the requirements of the GDPR and have equivalent legislation which confer the same level of protection to your personal data.

From organisations who process data outside the UK and EEA we will assess the circumstances of how this occurs and ensure there is no undue risk.

Additionally, we will assess if there are adequate legal provisions in place to transfer data outside of the UK.

8. Why we share your information

In order to successfully perform our key functions, we need to share personal data with organisations, for example we share personal data with the Department for Education (DfE) on a statutory basis. Under s.538 of the Education Act 1996, and the Academies Financial Handbook, the Secretary of State requires boards to provide certain details they hold about people involved in governance, as volunteered by individuals, and the information kept up to date.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

9. Data Protection Rights

Under data protection legislation, you have the right to request access to the personal information that the school holds about you, 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 how long we will keep it for
- Explain where we got it from, if not from you
- Tell you whom 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
- NOT provide information where it compromises the privacy of others

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

In most cases, we will respond to subject access requests within 1 month, as required under data protection legislation. However, we are able to extend this period by up to 2 months for complex requests or exceptional circumstances.

Your Other Rights regarding your Data

You may:

- Withdraw your consent to processing at any time (this only relates to data for which the school relies on consent as a lawful basis for processing)
- Ask us to rectify, erase or restrict processing of your personal data, or object to the processing of it in certain circumstances and where sufficient supporting evidence is supplied
- Prevent the use of your personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest, official authority or legitimate interests
- Request a copy of agreements under which your personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect you)

- Request a cease to any processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Submit a complaint to the ICO
- Ask for your personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

If you would like to exercise any of the rights or requests listed above, please contact the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138.

The School will comply with the Data Protection legislation in regard to dealing with all data requests submitted in any format, although individuals are asked to preferably submit their request in written format to assist with comprehension.

We reserve the to verify the requesters identification by asking for Photo ID. If this proves insufficient then further ID may be required.

10. Data Collection Breaches

If you suspect yours or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage. Then we ask that you please contact the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138.

11. Complaints

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.

Please contact in the first instance the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138.

To make a complaint, please contact our Data Protection Officer, Grow Partners Ltd, by contacting David Coy via email david.coy@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
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

12. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact in the first instance the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138.