Old Palace & Children's House Federation

Privacy Notice for Governors

Who processes your information?

Old Palace & Children's House Federation is the data controller of the personal information you provide to us. This means the Federation will determine the purposes for which, and the manner in which, any personal data relating to Governors is to be processed.

There may be times when it is necessary to share your personal data with a third party, this will only done with your explicit consent, unless there is a legal requirement for the Federation to share your personal data.

Why do we collect and use your information?

Old Palace & Children's House Federation collects your personal data is to help us run the Federation by

:
Establishing and maintaining effective governance
Meeting our statutory obligations for publishing and sharing governors' details
Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
Undertaking equalities monitoring
Ensuring that appropriate access arrangements can be provided for Governors who require them

Which data is collected?

The categories of Governor information that the Federation collects, holds and shares include the following:

Contact details
References
Evidence of qualifications
Employment details
Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

Race, ethnicity, religious beliefs, sexual orientation and political opinions
Disability and access requirements

How long is your data stored for?

Personal data relating to Governors of Old Palace & Children's House Federation is stored in line with the Federation 's UK GDPR Policy.

In accordance with the UK GDPR, the Federation 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.

Will my information be shared?

Old Palace & Children's House Federation will not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with Data Protection law) we may share personal information about you with:
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Government departments or agencies – to meet our legal obligations to share information about governors/trustees
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/trustee support
Professional advisers and consultants
Employment and recruitment agencies
Police forces, courts

What are your rights?

Governors have the following rights in relation to the processing of their personal data.

You have the right to:

• Be informed about how the Federation uses your personal data.
• Request access to the personal data that Old Palace & Children's House Federation holds.
• Request that your personal data is amended if it is inaccurate or incomplete.
• Request that your personal data is erased where there is no compelling reason for its continued processing.
• Request that the processing of your data is restricted.
• Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Old Palace & Children's Federation is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

The Federation 's Data Protection Officer can be contacted at dpo@specialistredactionservice.co.uk