

Privacy Notice – Sefton Governor Services (How we use your information)

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

- Personal information (name, address, email address and telephone numbers)
- Terms of office as school governor
- Attendance at Governing Body meetings
- Attendance at training events
- Employment details and skills relevant to the application or role as a school governor
- Special category of personal information (Race, ethnicity or political opinions)
- Disability and access requirements.

Why we collect and use this information

The Governor Services team use this information as follows:

- Providing advice, guidance and support to schools and Governing Bodies
- Maintaining a governor database
- Relevant training and development opportunities
- Communication and correspondence relating to governor matters
- Nomination of Local Authority Governors
- Assessing and reporting on governor vacancies across the borough
- Planning future training requirements
- Equal opportunities monitoring
- Ensure that appropriate access arrangements can be provided as required.

The lawful basis on which we use this information

Article 6(1)(c) of the General Data Protection Regulation (GDPR) 2018 gives the Council a lawful basis for collecting and using personal data in order to comply with its legal obligations and Article 6(1)(e) gives the Council a lawful basis for collecting and using personal data where it is in the exercise of official authority vested in the Council.

There are a number of pieces of legislation which place duties on the Local Authority to appoint, provide training and support governors. These are:

Education Act 2002

The School Governance (Constitution) (England) Regulation 2012 – Statutory Instrument 2012 No.1034

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2012 – Statutory Instrument 2013 No.1624

The School Information (England) (Amendment) Regulations 2012

Storing this information

We hold your information for a period of 6 years from the date you cease to hold your governorship.

Who we share this information with

We may share this information with:

- The school(s) where you are a governor
- School(s) to which you may be considered for appointment as a governor
- Other departments within the Local Authority who are supporting schools and their Governing Bodies
- Democratic Services (in respect of information relating to councillors serving on Governing Bodies)
- Human Resources (in relation to governor staffing responsibilities)
- School Improvement Service (to support governing bodies and support Ofsted inspections)
- Children, Schools and Safeguarding Cabinet Member
- Suppliers and service providers (e.g. CAPITA, Frontline data) – to enable them to provide the service we have contracted them for, such as governor/trustee support.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold. To make a request for your personal information contact Governor Services at:

Governor.Services@sefton.gov.uk

Telephone 0151 934 3331/ 3341

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
- Data portability in certain circumstances
- The right to lodge a complaint with the supervisory authority (the Information Commissioner's Office).

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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like further information about this privacy notice, please contact:

Nik Bentley or Elisa Beattie in Governor Services

Telephone 0151 933 3331 or 934 3341

Or contact Sefton Council's Data Protection Officer at:

Telephone: 0345 140 0845 email info.information@sefton.gov.uk