



## Governor Privacy Notice

This privacy notice has been written to inform Governors of High Tunstall College of Science, about how and why we process their personal data.

### Who are we?

High Tunstall College of Science is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The college has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the college is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Information Governance  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01609 53 2526



### What information do we collect and why do we need it?

The personal data we collect about you includes:

- Personal identifiers (your name, address, date of birth etc.)
- Contact information including email address and telephone numbers
- Information about your attendance to governors meetings
- Disclosure and Barring Service details
- Governance Information (e.g. start and end of term)



We process your information for the reasons outlined below. This is in order to fulfil our legal obligations and public task associated with your governance in line with Article 6 (1)(c) and (e) of GDPR:

**Legal obligation:** the processing is necessary for the college to comply with the law (not including contractual obligations), and **Public task:** the processing is necessary for the college to perform a task in the public interest or for their official functions, and the task or function has a clear basis in law.

- To enable the college to meet its obligations and legal duties in relation to publishing governance information on GIAS (Get Information About Schools)
- To enable the college and the DfE to identify, with ease, individuals who are involved in governance and who govern at more than one school or within more than one trust
- To enable the DfE, when required, to conduct checks on the suitability of governors
- To keep students safe
- To provide transparency around governance arrangements

## Photographs

Governor photographs for use of identification purposes on our management information system and ID badges are not processed based on consent. We will seek your consent to use your photo for marketing purposes. Please note that you can withdraw this consent at any time.

## Who has access to your personal data?

Your information will only be made available to those who need it to do their job in relation to your governance.

## Who do we share your personal data with?

We will share your information with the following organisations:

- Get Information About Schools (GIAS)
- Disclosure and barring service to conduct criminal record checks
- Hartlepool Borough Council Governor Support

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it. Therefore we may disclose your name and work email address publicly in response to a request if we are required to do so.

## How long do we keep your personal data for?

High Tunstall College of Science will keep your data in line with our Records Management Policy. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

## **Do you transfer my data outside of the UK?**

Generally the information that the college holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

## **What rights do you have over your data?**

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request access to your personal data that we hold, and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact Ms Emma Watson, Senior Teacher at the college or alternatively our Data Protection Officer on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the college has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk) // 03031 231113