



SINCE 604 AD

**KING'S SCHOOL**  

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**ROCHESTER**

**KING'S ROCHESTER  
DATA PROTECTION PRIVACY NOTICE FOR  
GOVERNORS**

## **PRIVACY NOTICE**

1. Under Data Protection Law, individuals have a right to be informed about how King's Rochester (the School) use 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 Governors. We, the School are the 'data controller' for the purposes of Data Protection Law.

## **THE PERSONAL DATA THE SCHOOL HOLDS**

2. Personal data that the School may collect, use, store and share (when appropriate) about Governors includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents.
- Governing body details.
- Governor type and term of office.
- Photographs.
- CCTV images captured in school.

## **WHY WE USE THIS DATA**

3. The School uses this data to:

- Maintain a Governor database.
- Contact Governor regarding statutory information.
- Deliver Governor services to the School.

## **OUR LEGAL BASIS FOR USING THIS DATA**

4. The School only collect and use Governors' personal data when the law allows us to. Most commonly, the school would process data where:

- The School needs to comply with a legal obligation.
- The School needs it to perform an official task in the public interest.

Less commonly, the School may also process Governors' personal data in situations where:

- The School have obtained consent to use it in a certain way.
- The School needs to protect the individual's vital interests (or someone else's interests).

Where the School have obtained consent to use Governors' personal data, this consent can be withdrawn at any time. The School will make this clear when requesting consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using Governors' personal data overlap, and there may be several grounds which justify our use of this data.

## **COLLECTING THIS INFORMATION**

5. While the majority of information the School collects about Governors is mandatory, there is some information that can be provided voluntarily. Whenever the School seeks to collect information from you,

we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

#### **HOW THE SCHOOL STORES THIS DATA**

6. The School keeps personal information about Governors while they are performing the role. The School may also keep it beyond the point they cease to perform their role if this is necessary in order to comply with our legal obligations. The King's Rochester Data Retention Policy sets out how long we keep information about Governors.

#### **DATA SHARING**

7. The School does not share information about Governors with any third party without consent unless the law and the 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 Governors with:

- The relevant local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- King's Rochester where you are Governor – to meet our legal obligations to share certain information with it.
- The Company House – to meet our legal obligations to share certain information with it.
- The Department for Education - to meet our legal obligations and acting in the public interest regarding the education of young people.
- Our regulator - ISI, under whom we have a legal obligation and a public interest to provide a quality education.
- Our auditors - to meet our legal obligations of having an internal and external audit.
- Police forces, courts, tribunals - fulfilling our legal obligations to prevent crime and comply with court orders etc.

#### **TRANSFERRING DATA INTERNATIONALLY**

8. Where we transfer personal data to a country or territory outside the European Economic Area, the School will do so in accordance with Data Protection Law.

#### **GOVERNORS' RIGHTS REGARDING PERSONAL DATA**

9. Individuals have a right to make a 'subject access request' to gain access to personal information that the School holds about them. 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 or your child.
- Tell you who 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.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact the Bursar.

## **OTHER RIGHTS**

10. Under Data Protection Law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict Processing.
- Claim compensation for damages caused by a breach of the Data Protection Regulations.

To exercise any of these rights, please contact the Bursar.

## **COMPLAINTS**

11. The School takes 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. To make a complaint, please contact the Bursar. Alternatively, you can make a complaint to the Information Commissioner's Office (ICO):

- 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.