

GDPR – Privacy Notice



Short Privacy Notice:

The Council's Governor Services function collects and processes your personal data for Governor Services purposes and will process your personal data in accordance with the General Data Protection Regulation and other relevant legislation, and not disclose your personal data to any other third party, unless allowed or required to do so under the General Data Protection Regulations or other relevant legislation. For further details about the processing of your personal data please see the [Full Privacy Notice](#) our [Data Protection and Privacy](#) web page.

Full Privacy Notice:

This Privacy Notice tells you what to expect when North Lincolnshire Council Governor Services collects and uses your personal data for Governor Service purposes in accordance with the General Data Protection Regulation and other relevant legislation.

	Complete the following fields:
Data Controller	North Lincolnshire Council
Contact details:	North Lincolnshire Council – Governor Services Learning, Skills and Culture PO Box 35 Hewson House Station Road Brigg DN20 8XJ
Purpose for processing your personal data	To manage and administer Governor Services activities, including: <ol style="list-style-type: none">1. Appointing Governors subject to DBS clearance;2. Maintaining the Governor database;3. Administering Governor meetings, including producing paperwork and minute taking;4. Arranging Governor training;5. Providing advice on legislation to Governing Bodies;6. Parent complaints and enquiries;7. Pupil exclusions and related complaints;8. Issuing Governor News and training opportunity information;9. Forwarding information to Governors from outside the council, such as external training opportunities and newsletters, such as from the diocese, and10. Signposting so that information can be sent from other council service to Governors.

<p>Will we use your personal information for other purposes?</p>	<p>We will not process your personal data for any other purpose than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable; except where we are required to disclose your personal data in accordance with legislation for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another.</p>
<p>The Organisations acting on our behalf to process your personal data</p>	<p>None.</p>
<p>The fair and lawful basis for processing your personal data</p>	<p>Processing basis 1: Processing of personal data is necessary in order to meet our duties in relation to Governors (Article 6(1)(c) compliance with a legal obligation).</p> <p>Processing basis 2: Processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e));</p> <p>The main Governor law statutes are (to provide a Governor Clerking Service):-</p> <ul style="list-style-type: none"> • Education Act 2002. • The School Governance (Role, Procedures and Allowances) (England) Regulations 2013. • School Governance (Constitution) (England) Regulations 2012 or the School Governance (Federations) (England) Regulations 2012. <p>Processing basis 3: for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Article 6(1)(b)).</p> <p>As the Governor Service is bought in by schools through a Service Level Agreement.</p> <p>Processing basis 4: processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party (Article 6(1)(f)).</p> <p>For the sending of marketing information to Governors about training opportunities from external providers where the training cannot be provided in house and other news of interest to them.</p> <p>Special categories of personal data: processed on the basis of it is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued and which contains appropriate safeguarding measures.</p>

	<p>Necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguarding measures.</p> <p>Special categories of personal data: processing is necessary for the carrying out of obligations under employment, social security or social protection law, or a collective agreement (Article 9(2)(b).</p> <p>Health information is sometimes identified when an individual becomes a Governor and may also be provided when booking training, such as when an individual has food allergies or access requirements. Health information is also sometimes provided about school staff and/or pupils as part of an investigation.</p> <p>Where this legal basis does not apply for the processing of special categories of personal data the explicit consent of the data subject will be sought.</p> <p>Special categories of personal data: the data subject has given explicit consent to the processing of those personal data for one or more specified purposes (Article 9(2)(a).</p>
<p>Are you required to provide the Council with your personal data</p>	<p>You are required to provide the minimum personal data necessary for us to manage your appointment as a Governor and your involvement in other Governor related activities, such as investigations. Failure to provide the minimum necessary personal data we require could prevent us offering you this service or restrict the service offered or it could restrict our ability to carry out our statutory duties.</p>
<p>Does the processing involve automated decision-making, including profiling?</p>	<p>No</p>
<p>Can you withdraw your consent for processing?</p>	<p>Yes, but only where the lawful basis of consent has been relied upon to process your personal information.</p>
<p>Who we will share your personal data with</p>	<ol style="list-style-type: none"> 1. Data Subject (individual) and their nominated representatives; 2. Business owners, such as training providers; 3. Ombudsman and Regulatory bodies; 4. Hearings and Tribunals; 5. Council services; 6. Other Local Authorities; 7. Partner agencies, and

	8. Bodies requesting information where there is a lawful basis under the General Data Protection Regulations.
Transfers of personal data to a third country	Not routinely disclosed or transferred to recipients outside of the UK
How long we will retain your personal data for	<p>Your personal data is retained in accordance with national guidance and our legal obligations, which are set out the Education and Learning section of our retention schedule.</p> <p>Generally 6 years for Governor records following the date of termination of service as a school Governor, but this may be extended to reflect statutory or business requirements and there are some instances where the retention period is less than 6 years. Other retention periods are dependent on factors such as the type of investigation.</p>
What are my rights in relation to my personal data?	<p>You have the right to access the personal data we hold about you; to request we rectify or erase your personal data; to object to or restrict processing in certain circumstances; and a right of data portability in certain circumstances.</p> <p>More information on your rights can be found on our website</p> <p>http://www.northlincs.gov.uk/your-council/information-and-performance/information-governance/dataprotection/</p>
Who can I complain to?	<p>If you are dissatisfied with how we have processed your personal data you can contact the Data Protection Officer to request an Internal Review (Information Complaint).</p> <p>If you are dissatisfied with the outcome of the internal review, they have the right to appeal directly to the Information Commissioner for an independent review. https://ico.org.uk/concerns/</p>
Contact details for our Data Protection Officer	<p>Phillipa Thornley Email: cutsomerervice@northlincs.gov.uk Telephone: 01724 297000 Post: North Lincolnshire Council, Hewson House, Brigg, North Lincolnshire, DN20 8XB</p>