



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years

Governor Privacy Notice

Policy owner: Director of Finance and Operations

Date of issue: April 2019

Date last reviewed: August 2023

Next review due: August 2024

Old Buckenham Hall Governor Privacy Notice

The school collects and processes personal data relating to its Governors to manage the employment of new Governors and promote their roles within the school on our school website. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Who We Are

Under Data Protection legislation, the school is a data controller.

The contact details for the school are as follows:

Old Buckenham Hall
Brettenham Park,
Suffolk
IP7 7PH
Telephone: 01449 740227
Email: alex.rashbrook@obh.co.uk
Web: www.obh.co.uk

Headmaster Mr James Large

Our Data Protection Officer:

The Assistant Bursar: alex.rashbrook@obh.co.uk

Categories of Information

The school collects and processes a range of information about its Governors. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- details of your qualifications, skills, experience and employment history,
- information about your next of kin and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments; and

The school may collect this information in a variety of ways. For example, data might be collected through application forms or CVs; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during engagement; from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the school may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law, with your consent only.

Data will be stored in a range of different places, including in your personnel file, in the school's HR management systems and in other IT systems (including the school's email system).

Why We Collect and Use This Information

The school needs to process data to enter into a relationship with you and to meet its obligations under your terms of engagement.

In some cases, the school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to comply with health and safety laws and meet its safeguarding obligations.

In other cases, the school has a legitimate interest in processing personal data before, during and after the end of the relationship. Processing the data allows the organisation to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date engagement records and contact details (including details of who to contact in the event of an emergency)
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- ensure effective general HR and business administration;
- provide references on request for current or former Governors; and
- respond to and defend against legal claims.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to staff with disabilities).

Where the school processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the school uses for these purposes is anonymised or is collected with the express consent of staff, which can be withdrawn at any time. Staff are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Who has access to data?

Your information may be shared internally, including with members of the HR and recruitment team, senior managers and IT staff if access to the data is necessary for performance of their roles.

The school shares your data with third parties in order to obtain pre-appointment references, obtain background checks and necessary criminal records checks from the Disclosure and Barring Service. In those circumstances, the data will be subject to confidentiality arrangements.

The school will also share your data with third parties that process data on its behalf, in connection with HR.

- the Department for Education (DfE) - we share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding/expenditure and the assessment educational attainment.

The school will not transfer your data to countries outside the European Economic Area.

How Does the School Protect Data?

The school takes the security of your data seriously. The school has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

The office is locked, filing cabinets are locked and the School computer system is security code locked.

Where the school engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For How Long Does the School Keep Data?

The school will hold your personal data for the duration of your engagement.

The periods for which your data is held after the end of engagement are 6 years plus current year.

Data Collection Requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> To contact the department: <https://www.gov.uk/contact-dfe>

Requesting Access to Your Personal Data

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the school to change incorrect or incomplete data;
- require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact: alex.rashbrook@obh.co.uk Assistant

Bursar

Old Buckenham Hall,
Brettenham Park
Suffolk
IP7 7PH

01473 740227

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

What If You Do Not Provide Personal Data?

You have some obligations under your engagement to provide the school with data. In particular, you may be required to provide information about disciplinary or other matters under the implied duty of good faith and prohibition from management check.

Certain information, such as contact details and your right to work in the UK have to be provided to enable the school to enter a contract of engagement with you. If you do not provide other information, this will hinder the school's ability to administer your engagement relationship efficiently.

Further information

If you would like to discuss anything in this privacy notice, please contact: alex.rashbrook@obh.co.uk

Assistant Bursar

Old Buckenham Hall,
Brettenham Park
Suffolk
IP7 7PH
01473 740227