



# **The LETTA Trust**

**Stebon Primary School**

**Privacy Notice for Visitors**



### **Who processes your information?**

Stebon Primary School is the data controller of the personal information you provide to us. This means the school will determine the purposes for which, and the manner in which, any personal data relating to Governors is to be processed.

There may be times when it is necessary to share your personal data with a third party, this will only be done with your explicit consent, unless there is a legal requirement for the school to share your personal data.

### **Why do we collect and use your information?**

Stebon Primary School collects your personal data is to help us run the school by:

- Establishing and maintaining effective governance
- Meeting our statutory obligations for publishing and sharing governors' details
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Undertaking equalities monitoring
- Ensuring that appropriate access arrangements can be provided for Governors who require them

### **Which data is collected?**

The categories of Governor information that the school collects, holds and shares include the following:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race
- Ethnicity
- Religious beliefs
- Sexual orientation and political opinions
- Disability and access requirements

### **How long is your data stored for?**

Personal data relating to Governors of Stebon Primary School is stored in line with the school's UK GDPR Policy.

In accordance with the UK GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.



### **Will my information be shared?**

Stebon Primary School will not share information about you with any third party without your consent unless the law and our 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 you with:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

### **What are your rights?**

Governors have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how the school uses your personal data
- Request access to the personal data that Stebon Primary School holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Stebon Primary School is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

### **Where can you find out more information?**

The School's Data Protection Officer can be contacted at:

[dpo@specialistredactionservice.co.uk](mailto:dpo@specialistredactionservice.co.uk)