

Chard School and Chard Independent School Notice Policy for Governors



Data Controller: Chard School (registered charity number 310219)

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to those whose data is held by an organisation (data subjects). These are more detailed and specific than in the DPA and place an emphasis on making privacy notices understandable and accessible. Data controllers are expected to take 'appropriate measures' to ensure that this is the case.

The school interprets this as using very clear language to outline each of the responsibilities for each of its data subject groups.

The GDPR say that the information provided to data subjects about how the school processes their personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child; and
- free of charge.

When you became a director of Chard Independent School you provided us with personal information. The information we hold such as your name, postal address, email address, telephone numbers, to mention but a few, have been provided to us in order that we can communicate with and about you in connection with the proper performance of your duties and obligations as a governor.

You will have been asked by many organisations to "update your preferences" in many forms in order that those organisations can continue to communicate with you. The information we hold is held and processed by us as Data Controller not so that we can communicate with you about a range of issues or products that you may be interested in, but rather because we have a "legitimate interest" for holding and processing this data as part of your role and our obligations.

The school will not share your data with any third party other than those with whom it is necessary to share it in connection with your role. These third parties currently comprise:

1. The parents, who will be provided with email addresses for the governors;
2. Our caterers where you have an allergy or food intolerance that you have told us about;
3. Any photographer that we engage to take photographs in and around the school and at school events. For completeness we are attaching a revised form relating to our use of photographs of you for you to consider and complete as you think fit.
4. Any IT contractor or software providers who assist us in the provision of relevant IT to the school and may include a third party provider of a cloud based IT system or hosting company.
5. Companies House;
6. The Charity Commission;
7. The Independent Schools Inspectorate;
8. The Independent Association of Preparatory Schools.
9. UCheck or other DBS check service

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Other than as set out in 1 above, we are ensuring that these third parties have equalled the school's precautions and systems for dealing with personal data.

Your data will not be stored outside of the EU.

There are certain additional pieces of information we are required to tell you:

- We will only hold your data in accordance with our retention policy which can be viewed on our website.
- You can at any time request that we tell you what data we are holding that relates to you.
- You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent as opposed to data we need to hold and process in relation to your appointment as a governor.
- You can complain at any time about how the school has handled your data, the Information Commissioner is available as follows:
- There is no automated decision making or profiling involved in this data stream into and through the school.

In the boxes below we ask for your specific consent:

- to share your information as follows:
 - With the Old Cerdics;
 - The friends of Chard School;
- to contact you requesting your specific consent to share or use your information for any specific events or initiatives that we think might be of interest to you.

I acknowledge that I have received a copy of this privacy notice and confirm I/we have read it and understood it. I/We agree that you have a legitimate business interest in processing my personal data in relation to my role as a governor.

I consent to you:

- sharing the information for marketing or fundraising purposes: *Please tick*
 - With the Old Cerdics;
 - The friends of Chard School; and
- using the information you hold to contact us should you wish to communicate with us about other issues or initiatives that you think might be of interest to us.

I acknowledge receipt of the Privacy Notice for employees and contractors and confirm I have read and understood it.

Name.....

Signature.....

Date.....

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I give my consent for photos of myself to be used, as may become necessary, on the School's website (www.chardschool.co.uk) and other publicity material, in accordance with DfES guidelines and in line with the relevant school policies.

I do/do not give permission for my photograph to be used on social media websites namely Facebook, Twitter & Pinterest.

Signed: Date: