

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

| What is the service being provided? | Governors Services | | | | | | | | |
|---|--|---|-------------|-------------------------|--|------------------------|----------|--|--|
| What personal data do we need | Name NI Numbe | | | Date of Birth Gender | | Telephone # Vetting | | | |
| from you? | | | information | | | | | | |
| Who will be using your Personal Data? | Who is the Data Controller? | | | | Balfour Primary School | | | | |
| | Who is the Data Controller's | | | | James England | | | | |
| | Data Protection Officer? | | | | dpo@dataprotection.education | | | | |
| | Are there any Data Processors? | | | | Yes | | No | | |
| | Who are they? | | | | Local Authority, DBS | | | | |
| What will it be used for and | The Purpose(s): | | | | To deliver Governor services to | | | | |
| | | | | | the school | | | | |
| what gives us the right to ask | The Legal Condition(s): | | | | Legal Obligation | | | | |
| for it and use it? | | | | | Substantial Public Interest | | | | |
| | | | | | Central & Local Government, | | | | |
| Who else might we share your data with? | | | | | Other Education Providers, | | | | |
| | | | | | Regulatory Bodies | | | | |
| Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections? | | | | | NO | | | | |
| How long will your data be kept? | When will it stop being used? | | | | When a Governor ceases to work for the school, plus one year | | | | |
| | How long after this will it be deleted? | | | | As above apart from information held in Governors minutes which is held indefinitely in line with legal obligations | | | | |
| Our use of the data will be subject to your | Inform | X | Access | \boxtimes | Rectify | \boxtimes | Erase | | |
| legal rights (marked if applicable): | Restrict | | Portable | | Object | | Automate | | |
| As you are giving us your data directly: | This is the reason why we are allowed to ask for it and use it: | | | | For statutory purposes to ensure the smooth running of the school | | | | |
| | This is what could happen if you refused to let us use your data for this purpose: | | | | Not applicable | | | | |

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| Visit the following links for more information about Privacy Law, our obligations and your Rights: | | | | | |
|---|--|--|--|--|--|
| The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016 | | | | | |
| If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means: | | | | | |
| Postal Address | Balfour Primary School, Balfour Road, Brighton, BN1 6NE | | | | |
| Email | James England dpo@dataprotection.education | | | | |
| If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office: | | | | | |
| Postal Address | Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF | | | | |
| Online Form | https://ico.org.uk/concerns/handling/ | | | | |
| Phone Number | 0303 123 1113 | | | | |

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