



This privacy notice has been written to inform prospective, current, and former school governors of Holmfirth High School about how and why we process their personal data.

Who are we?

Holmfirth High School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The categories of school governor information that we collect, hold and share include:

- Personal identifiers (your name, address)
- Business interests
- Governor attendance of meetings

We will also process certain 'special category' data about our employees including:

- Governor photograph
- Enhanced DBS number

We process your information for the reasons outlined below. This is in order to fulfil our obligations associated with your position in line with Article 6 (1)(a) and Article 9 (2)(b) of GDPR:

- to meet the legal requirements of the The School Information (England) (Amendment) Regulations 2016
- to meet the legal requirements of the The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016

Photographs

We will seek your consent to use your photo on our website. Please note that you can withdraw this consent at any time.

Who has access to your personal data?

Your information will only be made available internally to those who need it to do their job in relation to your position. This includes relevant administrative staff.

Your name, photograph (if consent has been given), a pen portrait supplied by you, job role, term of office, meeting attendance and register of business interests will be available via our school public website.

Who do we share your personal data with?

We do not share your personal data with any external organisations however, to meet the legal requirements of the The School Information (England) (Amendment) Regulations 2016 your personal data will be made available on our schools public website.

How long do we keep your personal data for?

Holmfirth High School will keep your data in line with our retention schedule, which is checked by our Data Protection Officer. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House

Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.org.uk // 03031 231113

Contact

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. If you would like to discuss anything in this privacy notice, please contact Veritau using the details below:

Address:	Contact Details:
Information Governance Veritau Ltd County Hall Racecourse Lane Northallerton DL7 8AL	schoolsDPO@veritau.co.uk 01609 53 2526

or

- Kirklees Council, Information Governance Team

Email: information.governance@kirklees.gov.uk

Telephone: 01484 221000

or

- Ministerial and Public Communications Division
Department for Education Telephone: 0370 000 2288
Piccadilly Gate
Manchester
M1 2WD

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>