



Abberley Hall

SCHOOL

Abberley Hall
Abberley
Worcestershire
WR6 6DD

Registered Charity No. 527598

Privacy Notice for Governors

This policy tells you how Abberley Hall will use personal information.

RESPONSIBILITY FOR DATA PROTECTION

Mr Simon Bee will deal with all your requests and enquiries concerning the School's uses of your personal data (see section on your rights below) and endeavor to ensure that all personal data is processed in compliance with this policy and Data Protection Law.

gdpr@abberleyhall.co.uk

WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

The School processes your personal data in order to fulfil its legal obligations, in pursuit of efficient governance of the School and for historical purposes.

TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL

This includes:

- Name
- Address
- Telephone numbers
- Email address
- Date of birth
- Qualifications

HOW THE SCHOOL COLLECTS DATA

The School receives most personal data from the individual directly. However, in some cases personal data may be collected from publicly available resources.

LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA

The School expects that this data processing falls within the category of its (or its community's) "**legitimate interests**", provided these are not outweighed by the impact on individuals and provided it does not involve special or sensitive types of data.

The School considers that it is acting in the "**public interest**" when providing education.

The School is fulfilling its legal obligations when passing your personal data to the DfE.

WHO HAS ACCESS TO PERSONAL DATA AND WHO THE SCHOOL SHARES IT WITH

Names and brief details of qualifications or professional background are made available on the School's public-facing website. All other data is confidential to the School's SMT, Bursary and Human Resources Teams.

The School provides your name, date of birth and address to the DfE on the School Level Annual Census when you are first appointed to the governing body.

In accordance with Data Protection Law, some of the School's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with the School's specific directions.

HOW LONG WE KEEP PERSONAL DATA

The School will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Generally, the School will keep your name, and date of birth indefinitely for historic purposes. Other data will be generally be destroyed 5 years after end of service.

In view of the ongoing *Inquiry into Child Sexual Exploitation*, the School is adopting a cautious approach to the destruction of records.

If you have any specific queries about how this policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Clerk to the Governors. However, please bear in mind that the School may have lawful and necessary reasons to hold on to some data.

YOUR RIGHTS

Individuals have various rights under Data Protection Law to access and understand personal data about them held by the School, and in some cases ask for it to be erased or amended or for the School to stop processing it, but subject to certain exemptions and limitations.

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to the Clerk to the Governors.

DATA ACCURACY AND SECURITY

The School will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must please notify the Clerk to the Governors of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out-of-date, irrelevant or inaccurate or information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see above for details of why the School may need to process your data, of who you may contact if you disagree.

The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to School systems. All staff and governors will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

THIS POLICY

The School will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the Head using these contact details: Mr Jonnie Besley, Abberley Hall School, Abberley, Worcestershire, WR6 6DD

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should raise the issue with the Clerk to the Governors. Individuals can also lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.

Updated March 2021