

**Hampshire County Council
Hampshire Governor Services – Privacy Notice
Academies and non Hampshire County Council Schools**

Why do we collect and use this information?

Hampshire County Council is a Data Controller for the purpose of collecting and using information from schools/academies to provide under contract training, advice and support and / or the Hampshire Clerking Service.

We collect your personal data, hold it securely and use it to deliver the services covered under the contract.

School and academy governance bodies are data controllers in respect of the information they enter into the County Council's Governor Manager Database, and use this information for their own purposes

The following sections provide further detail about the information we process setting out what allows us to do this (lawful basis), who we may share it with, how long we keep it for (the retention period), alongside identifying any rights you may have and who to contact if you think we're not handling your information in the right way.

The categories of information that we collect, hold and share

The following personal and special category information about your governors is processed:

Personal

- Name
- Address
- Telephone numbers
- E-mail address
- Date of birth
- Gender
- Governor ID number

Special category

- ethnic origin
- special requirements

The lawful basis on which we use this information

We collect and use the information ensuring that we comply with the General Data Protection Regulation (GDPR) requirements for processing through:

- Article 6(1)(b) - the processing is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract;
- Article 9(2) (g) – Necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguarding measures;

Storing and Securing Data

The information provided to us will be held within the County Council's Governor Manager Database. The information held within this system will be kept in line with our retention schedule and then disposed of as appropriate. The County Council's Governor Manager Database is hosted by the County Council in secure data centres based in the UK. The information is encrypted when in transit between County Council users of the system and the data centre the information is hosted within.

Any paper based documents you provide will be scanned to create an electronic record and stored within the County Council's Document Management System (DMS), with the paper version being destroyed. The information held within the County Council's DMS will be kept in line with our retention schedule and then deleted as appropriate. The County Council's DMS is hosted by the County Council in secure UK based data centres, which are on site.

The County Council takes its data security responsibilities seriously and has policies and procedures in place to ensure the personal data held is:

- prevented from being accidentally or deliberately compromised;
- accessed, altered, disclosed or deleted only by those authorised to do so;
- accurate and complete in relation to why we are processing it;
- continually accessible and usable with daily backups; and,
- protected by levels of security 'appropriate' to the risks presented by our processing.

The County Council also ensures its IT Department is certified to the internationally recognised standard for information security management, ISO27001.

Who do we share information with?

Depending on the individual circumstances of each situation, we may have to share this information with other teams within the County Council to deliver the services covered by the contract.

Requesting access to your personal data and your rights

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information, or someone you have responsibility for, please contact the Children's Services Department's Subject Access Request (SAR) Team, whose contact details alongside further information around this process can be found via:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/accessrecords>

For further information on how we handle personal information, your data rights, how to raise a concern about the way we are processing your information and the County Council's Data Protection Officer, please see our General Privacy Notice:

<https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection>

If you have a concern about the way we are collecting or using your personal data, you can raise your concern with us in the first instance or you can go directly to the Information Commissioner's Office, as the supervisory authority, at

<https://ico.org.uk/concerns/>.

Contact Details

If you would like more information about these services please visit our website via:

<https://www.hants.gov.uk/educationandlearning/governors>