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## PRIVACY NOTICE FOR GOVERNORS

### Introduction

The Leys and St Faith's Schools ("the Schools") collect and process personal data relating to their Governors in order to successfully carry out their functions. The Schools are committed to being transparent about how they collect and use that data and to meeting their obligations under Data Protection Legislation (as defined below).

This Privacy Notice is to help you understand how and why we collect your personal data and what we do with that information. It also explains the decisions you can make about your own personal data.

This Notice should be read in conjunction with the Schools' Data Protection Policies, available on the Schools' respective websites.

### Definitions

In this Policy, the following definitions apply:

*"Data Protection Legislation"* means (i) the UK General Data Protection Regulation ("GDPR") and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the United Kingdom and (ii) any successor legislation to the GDPR.

*"Data Controller"*, *"data subject"* and *"processing"* shall have the same meanings as in the Data Protection Legislation.

*"Personal data"* shall have the same meaning as in the Data Protection Legislation, namely information that we hold about you and which identifies you. This includes information such as your name, date of birth, nationality, address, next of kin, occupation, dietary and medical details, your photograph (including that processed by CCTV) and vehicle details for those authorised to use the Schools' car parks.

*"Special categories of personal data"* shall have the same meaning as in the Data Protection Legislation, namely personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a person's sex life or sexual orientation.

## Who we are

Under Data Protection Legislation, the Schools are Data Controllers. The contact details for the Schools are as follows:

The Leys School, Trumpington Road, Cambridge, CB2 7AD

Person responsible for data protection: Miss Gabriella Cox ([compliance@theleys.net](mailto:compliance@theleys.net))

Telephone: 01223 791441

St Faith's School, Trumpington Road, Cambridge, CB2 8AG

Person responsible for data protection: Miss Amy Pearson ([gdpr@stfaiths.co.uk](mailto:gdpr@stfaiths.co.uk))

Telephone: 01223 229443

If you have any comments, questions or concerns about the information in this Privacy Notice or your rights, please use the contact details listed above.

## How and why do we collect and use your personal data?

The Schools use your personal data in order for you to act as a Governor of The Leys and St Faith's Schools Foundation and for compliance purposes.

Examples of how we collect your data are:

- Documents collected on induction, such as your CV, biography, photograph, New Governor Form and Conflict of Interests Form
- Verbal or written information from you or others

## Our legal grounds for using your personal data

We rely on the following legal bases for processing your personal data:

- Where it is necessary for the Schools' **legitimate interests**, such as ensuring the effective running of the Schools, looking after the Schools' communities, advertising and improving the Schools.
- Where it is necessary for compliance with a **legal obligation**, such as disclosing your data to third parties such as the Government, Police and Local Authority where we are legally obliged to do so.
- Where it is necessary to protect your or someone else's **vital interests**, for example in an extreme emergency.
- Where it is necessary for the performance of a task carried out in the **public interest**, for example safeguarding and promoting the welfare of children, facilitating the effective operation of the Schools and for providing education services.

Special categories of your personal data need to be treated particularly sensitively and the Schools therefore have to further justify why they may need to use such data. Our lawful bases for processing these types of data, where applicable, are:

- Where you have given **explicit consent**;
- Where it is necessary to protect yours or someone else's **vital interests**;

- Where the processing is carried out in the course of our **legitimate activities** where there are **appropriate safeguards** in place;
- Where you have already made the data **manifestly public**;
- Where it is necessary for the purposes of establishing or defending a **legal claim**;
- Where there is a **substantial public interest**;
- Where it is necessary for the **provision of health or social care** or treatment.

### **Consent**

In some circumstances, the Schools may ask for your consent for a specific use of your personal data. You may take back this consent at any time. However, any use the Schools have made of your information before you withdraw your consent will still be valid.

Please be aware however that the Schools may not be relying on consent but have another lawful reason to process the personal data in question even without your consent.

### **What personal data do the Schools process?**

Below are some examples of the ways in which we use your personal data and special categories of data:

- We use your details to contact you by email, post or telephone;
- We obtain the name of your spouse to use for Speech Day;
- We collect medical information in case of any emergencies whilst you are on the School sites;
- We collect dietary information as food is sometimes provided for Governors;
- We collect details of your nationality to check your right to work in the UK;
- We obtain details of any overseas work that you have done and follow this up if necessary;
- We collect employment information, as well as other information that may lead to a conflict of interest in your role as Governor, such as any appointments, whether you have any children at the Schools, whether you have a contractual relationship with the Foundation, etc.
- We record your attendance at meetings;
- We monitor the timescale of your role as a Governor;
- We record your skills that you provided in the Governor Form in order for us to assess the skills set across the Governing Body;
- CCTV is in place in areas around the Schools for safety reasons. CCTV is not used in private areas such as toilets;
- If someone makes a complaint we may need to use your information to ensure that we deal with this properly;
- We may, on occasion, use photographs or videos of you for the Schools' websites, social media sites, local news, prospectus and other marketing or teaching materials. We may continue to use these photographs and videos after you leave the Governing Body;
- We may keep some of your personal details (e.g. name, address, email address) when you leave the Governing Body so that we can send you Old Leysian or Old Fidelian News. We may also pass your details to our alumni organisations.

- Please note that during the Covid-19 pandemic, the School may record your temperature for the purpose of symptom checking and safeguarding the school community before you come on to site.

### **Who has access to your personal data?**

The majority of your personal data collected will remain with the Schools and only be used by the people who need to know the information. However, there are some instances where the Schools will need to share your personal data with other parties, for example:

- With your consent, we will share your contact details with the rest of the Governing Body;
- We share your name and role on the Governing Body publicly on the Schools' websites;
- The Government, Government Departments and other public bodies. For example, we are legally required to provide some information, such as to Companies House or the Charity Commission. We will also share your information with the Department of Education when performing the Disclosure and Barring Service check;
- The Schools' bank for money laundering due diligence purposes;
- If you have worked full time in another country in the last five years for more than three months, the Schools will ask that you contact the relevant place of work for a reference;
- Where needed, legal experts or other professionals/consultants/advisors to ensure we fulfil our obligations;
- Inspectors (in particular the Independent Schools Inspectorate) and auditors;
- Third party companies, such as web applications, to assist with Governor processes such as training;
- Third party 'cloud computing' services are used at the Schools to store some information.
- If you voluntarily sign up to 'Leys Link', the School's online career networking and mentoring platform, your data will be accessible by 'Headhunter Systems Limited', a company which the School has a data processing agreement in place with to ensure your data is processed securely. Some of your data will also be available to other users of the system, who are members of the School community. The School Administrator approves each individual who registers. Users of the system may include alumni, governors, parents and former parents, staff and former staff and Sixth Form pupils. You will have control over the data you upload to the system. Registered users are able to hide their contact details through the privacy settings on their account. Other information that users provide, either during registration or subsequently in their profile, will be visible to other approved registered users and this will at a minimum be (where applicable) first name, last name, affiliation to The Leys, school dates, house(s), company, job title, industry, location (city).

We will only share your personal data with other people or organisations when we have a lawful reason to do so and where the Schools are assured that your data will be processed securely.

### **Transferring personal data outside the UK**

We may send your personal data to countries which do not have the same level of protection for personal data as there is in the UK. For example, we may communicate with you by email when you are overseas. Where the country does not have the same level of protection for personal data as there is in the UK, we will endeavour to put reasonable safeguards in place.

### **How does the School protect personal data and ensure its accuracy?**

The School takes the security of your personal data seriously. It has internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is accessed only by those who need to know the information for the performance of their duties.

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

### **Your Rights**

Individuals have a number of rights under Data Protection Legislation which you can exercise in certain circumstances. These include:

- You have the right to be informed about our collection and use of your personal data;
- If the personal data we hold about you is incorrect, you can ask us to correct it;
- You can ask us to delete the personal data we hold on you;
- You can ask what personal data we hold about you and be provided with a copy. We will also give you extra information, such as why we use the information, where it came from and what types of people/organisations it has been sent to;
- You can object to the School processing your personal data;
- You can ask the School to restrict the use of your personal data;
- You can ask the School to send you or another organisation certain types of personal data about you in a commonly-used machine-readable format.

### **How long do we keep your personal data for?**

The Schools will keep your personal data for at least as long as you are on the Governing Body. In some circumstances, such as for safeguarding and company compliance purposes, we will keep the information indefinitely.

We may also keep some of your personal data indefinitely for historical research and archiving purposes. This will usually be basic information such as your name and the dates that you were a Governor of the Foundation.

For more information on retention of your personal data please use the contact details above.

### **Policy Review**

This Privacy Notice will be reviewed annually and where appropriate, amended at any time in accordance with any changes in the law or guidance provided by the Information Commissioner's Office. Where appropriate, the Schools will notify data subjects of those changes in writing (including electronically).

### **Contact**

If you feel that the Schools have not acted properly when using your personal information, you can contact them using the details above. If you are still unhappy with the way the Schools have handled

your data, you can contact the Information Commissioner's Office on 0303 123 1113. For more information please see <https://ico.org.uk/concerns/>.