



## **Governor Support Service: Privacy Notice**

The Council is the data controller for purposes of the Data Protection Act (2018) and EU General Data Protection Regulation as of May 2018 and is registered as a data controller with the Information Commissioner's Office (ICO) under registration number **Z5840053**.

Brighton & Hove City Council is committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

The Governor Support Service provides advice, guidance, training and development to governing bodies so they can carry out their strategic leadership roles & responsibilities and contribute effectively to school improvement. The service also provides support and development opportunities for clerks so they can co-ordinate the work of their governing bodies and advise them appropriately.

### **Why we are processing your data**

- We are collecting your data for the purpose of maintaining a governor database in order to monitor vacancies and contact governors regarding changes in legislation and training opportunities. We have a statutory obligation to determine where local authority governor vacancies need to be filled.
- We collect the following personal data:
  - Name, school email address, governor type and term of office. We have a legal basis for collecting this data as it is considered necessary to enable us to carry out our tasks, functions, duties or powers or to perform a task carried out in the public interest. We also have a legal obligation under Section 30 of the Education Act 2002 to hold the contact

details of Chairs of Governors. For other types of governor, we rely on consent to hold personal email addresses and phone numbers. Phone numbers will only be used in emergencies (such as cancelled training courses).

- We collect the following special category (sensitive) data:
  - For governor recruitment monitoring purposes, we request age, ethnicity, gender, sexual orientation, religion/belief and disability on equalities monitoring forms.
  - For accessibility purposes, we request any special dietary or access requirements to ensure all governors have access to training.
- Your data may be shared with the following: the school where you are a governor, teams within Brighton & Hove City Council that are working with schools to improve outcomes for children and young people, commissioned providers of training and support for governors.
- We will hold your data for six months from the date you cease to be a governor.

### **Your information rights**

- You have rights around the information we hold on you, further information on your rights are available on [our website](#).

### **Further information**

- If you would like to discuss this further please contact our Information Governance Team on 01273 295959 or [data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk).
- BHCC's Data Protection Officer may be contacted on [gdpr@brighton-hove.gov.uk](mailto:gdpr@brighton-hove.gov.uk).