



WOODLANDS

SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

Privacy Notice

For

Governors

Amended: June 2018

Approved by Governors: June 2018

Review date: September 2020

Reviewing Panel: Standards, staffing and curriculum (SSC)

Privacy Notice – Governors

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What service is being provided?	Governor Services			
What personal data do we need?	-Name	-Address	-Date of Birth	-Photos
	-Gender	-Contact Details		
Who will be using your Personal Data?	Data Controller		Woodlands School	
	Data Protection Officer		Lauri Almond (Essex County Council)	
	Data Processors Who are they?		Yes Website Provider	
What will it be used for?	Purpose		To deliver Governor Services to the school	
	Legal Conditions		-Legal Obligation -Substantial Public Interest	
Who else might we share your data with?	Central & Local Government, Other Education Providers, Regulatory Bodies,			
Will your data be stored in or accessible from countries with no UK equivalent privacy law?	No			
How long will your data be kept?	When will it stop being used		When a Governor ceases to work for the school + 1 year	
	How long after this will it be deleted		As above	
Our use of the data will be subject to your legal rights	Inform ✓	Access ✓	Rectify ✓	Erase
	Restrict	Portable	Object	Automate
Direct Data	Why we are allowed to use and ask for it		For statutory purposes to ensure the smooth running of the school	
	What could happen if you refuse your data		N/A	

Visit the following links for more information about Privacy Law, our obligations and your Rights:

[The ICO Guide to the General Data Protection Regulations 2016](#)

[The General Data Protection Regulations 2016](#)

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH
Email	IGS@essex.gov.uk
Phone Number	03330322970
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:	
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113

Contacts

If you have any queries or concerns regarding these policies/procedures then please contact Mr D Wright, Head Teacher.



Signed: _____
Head Teacher

Dated: 24th June 2018



Signed: _____
Chair of Governors

Dated: 24th June 2018

