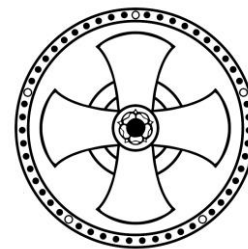




OUR LADY OF LOURDES
CATHOLIC PRIMARY SCHOOL



THE GREEN
ROTTINGDEAN
BRIGHTON BN2 7HA
www.ourladyoflourdesprimaryschool.co.uk

Governors' Privacy Notice

Data Controller

Our Lady of Lourdes RC Primary School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z1631331).

The Data Protection Officer (DPO) services for the school are provided by Data Protection Education, 1 Saltmore Farm, New Inn Road, Hinxworth, Baldock, SG7 5EZ.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

We process personal data because it is necessary in order to comply with the School's legal obligations and to enable it to perform tasks carried out in the public interest.

Special Category data processing is carried out in the public interest and is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law and, when necessary, to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

How we use information

We process personal data relating to those who govern at our School.

- This is essential, in order for the school to fulfil their official functions and meet legal requirements

We use this data to:

- Meet the statutory duties placed upon us
- Facilitate communication with members of the governing body
- Assist governors in exercising their duties

This personal data includes name, contact details and date of birth.

Who we share data with

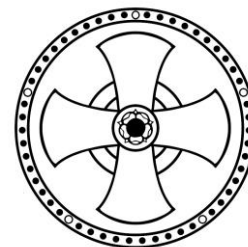
We routinely share data with:

Tel (01273) 306980 Fax (01273) 308809 Email admin@lourdes.brighton-hove.sch.uk

Head Teacher: Paul Beverton



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- The Local Authority – We are required to share information about our governors with our local authority (LA) under the Education Act 1996. If you require more information about how the local authority store your personal data, please visit <https://www.brighton-hove.gov.uk/content/council-and-democracy/about-your-council/data-protection>
- The Department for Education - The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department for Education (DfE) under [section 538 of the Education Act 1996](#)
- The National Governance Association – The Governing Body subscribes to this organisation. Their publications supply governors with relevant information which assists them in exercising their duties.

We will not give information about you to anyone outside the School without your consent unless the law allows us to.

Retention Periods

Personal data will not be retained for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.

<https://irms.site-ym.com/page/SchoolsToolkit>

Rights

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability
7. intervention in respect of automated decision making
8. withdraw consent (see below)
9. complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO.

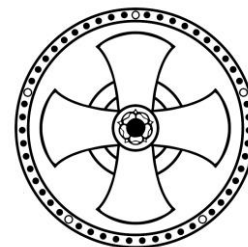
Withdrawal of Consent

Tel (01273) 306980 Fax (01273) 308809 Email admin@lourdes.brighton-hove.sch.uk

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Where the School processes personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

Tel (01273) 306980 Fax (01273) 308809 Email admin@lourdes.brighton-hove.sch.uk

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