Head:
Mrs J Currant
Tel:
01438 354913

Broom Barns Primary School
Homestead Moat, Stevenage, Herts. SG1 1UE

Deputy Head:
Mrs J Phillips
Assistant Head:
Mrs L Hogan

Email:admin@broombarns.herts.sch.uk

Privacy Notice – Governors/Trustees Data

What is this Privacy Notice for?
Broom Barns Primary School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you, and who we share it with, before, during and after your relationship with us as a governor in accordance with the General Data Protection Regulation (GDPR).
Why do we collect and use your information?
We collect personal information about governors / trustees through the application and recruitment process. We process this data for legal obligations, to support our function of running a school and for safeguarding purposes. Where we collect data not covered by these reasons we will ask for your consent. This consent can be withdrawn at any time.
What information do we collect, hold and share?
This is a wide range of information from name, date of birth, contact details etc. to information acquired as part of your application to become a governor. For a more complete list see the link http://broombarns.herts.sch.uk/statutory-information/ on the school website.
How long do we keep the information?
We hold data securely for specific periods, as recommended by both national and local guidelines. Certain types of data may be held for longer, e.g. safeguarding. For more information on the recommended timescales please see https://irms.org.uk/page/SchoolsToolkit
Who do we share your information with?
We may share information with the DfE, the Local Authority, and other bodies and organisations. We do not share information with anyone without consent unless the law or our policies allow us to do so. When we share personal data, we will provide the minimum amount necessary to fulfil the purpose for which it is required. For more details, please see the link http://broombarns.herts.sch.uk/statutory-information/ on the school website.

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How can you request access to the information we hold?
You have the right to request access to information about you that we hold via a Subject Access Request (SAR). To make a request for your personal data, contact the school Data Protection Officer at DPO@broombarns.herts.sch.uk . The legal timescales for the school to respond to a Subject Access Request is one calendar month. As the school has limited staff resources outside of term time, we encourage you to submit Subject Access Requests during term time and to avoid sending a request during periods when the school is closed or is about to close for the holidays, if possible. This will assist us in responding to your request as promptly and fully as possible. For further information about how we handle Subject Access Requests, please see the GDPR Policy on the school website.
For more information about Data Protection Regulations and your rights see:
https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/
If you have a concern about the way we are collecting or using your personal data, please raise with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/
If you would like to discuss anything in this privacy notice, please contact:
contact the school Data Protection Officer at DPO@broombarns.herts.sch.uk
A more detailed version of this privacy notice can be found here: http://broombarns.herts.sch.uk/statutory-information/