Service Name: Salford Governor Services

Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation.

This notice provides additional privacy information for: Governors and Trustees of schools who enter into an agreement with us to receive our services

Purpose(s)

We collect your personal information for the following purpose(s):
- To maintain a governor database
- To contact governors regarding statutory changes in legislation and details of training opportunities
- To ascertain local authority governor vacancies to be filled (statutory role)
- To assess and report on vacancies across the Borough

Categories of personal data

In order to carry out these purposes we collect and obtain the following categories of personal data:
- Current contact details – title, name(s), address(es), email address, telephone contact details
- Current governorships (type of governor, any positions held on the governing body and term of office)
- Previous governorships (type of governor, any positions held on the governing body, terms of office served and reasons for resignations/suspending)
- Training records (of attendance at LA organised/commissioned training events)
- Signed Declaration of Eligibility, and Business Interest forms
- Information provided by individuals as part of an application form to facilitate the Authority Governor appointment procedure

Legal basis for processing

The legal basis for processing your personal information is to enable us to carry out a task in the public interest. Additionally, we have a legal obligation under section 30 of the Education Act 2002 to hold the contact details of Chairs of Governors. We need the details of Local Authority Governors to fulfil our responsibilities to fill these vacancies when they arise

Information sharing/Recipients

We may share personal information about you with:
- the school(s) where you are a governor
  Please note that the school where you are governor has a statutory obligation to publish governor details on their website and the national ‘Get Information About Schools’ (GIAS) website. (The schools’ own governor privacy notice will provide you with how they may share your data)
- teams within Salford Council working to improve outcomes for children and young people
- our governor database provider in order for them to undertake contractual data processing requirements
Data Transfers beyond European Economic Area (EEA)

We will only send your data outside the EEA:
- with your consent, or
- to comply with a lawful and legitimate request, or
- if we use service providers or contractors in non EEA countries.

If we do transfer your information beyond the EEA, we will make sure that it is protected in the same way as if it was being used in the EEA.

Automated Decisions

No decisions are made by using a computerised system or program that does not involve a human being.

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements. This would be no longer that twelve months from your date of resignation as a school governor in Salford.

Your rights

Information about exercising your rights can be found on the council’s website Exercising Your Rights

Updates

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details Data Protection Legislation