

Shilbottle Primary

Privacy Notice for Governors

Date: 13/10/2026

Data Protection Officer: Louise Gilmour

01665 575285

admin@shilbottle.northumberland.sch.uk

Privacy notice for governors

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Shilbottle Primary, Shilbottle Grange, Alnwick, Northumberland, NE66 2XQ, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Louise Gilmour, 01665 575285,

The personal data we hold

We process data relating to those we employ, or otherwise engage at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name
- Address
- Phone number
- email address
- Photographs
- CCTV footage
- Data about your use of school's information and communications system
- Attendance at governor meetings

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Assist in your role as a school governor

Our lawful basis for using this data

We only collect and use personal data about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how consent can be withdrawn if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and

there may be several grounds which justify the school's use of your data.

How we store this data

This data is stored securely on the school admin systems

Data Sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and (maintained schools only) information about headteacher performance and staff dismissals
- The Department for Education
- Our regulator (OFSTED)
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Police forces, courts, tribunals
- Professional bodies

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact our Data Protection Officer.

Your rights regarding your data

Under data protection law individuals have certain rights regarding how their personal data is used and kept save, you have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or a machine rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance.

To make a complaint please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at "https://ico.org.uk/concerns"
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5 AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer.