

Fair Processing Notice

This notice is required by the General Data Protection Regulation

1. Why do we collect and keep your personal information?

We collect and use your personal information so that we can contact you in relation to your child at the school. This will include: informing you of activities, events, meetings, attendance, accidents together with a range of other matters relating to school life. The school have adopted the use of a number of data packages to manage the planning and assessment of pupil progress. Personal details of individual pupils are transferred to external agencies to maintain these databases. The school are in receipt of Privacy Notices from these companies.

The Processing of your data is:

- Because it is necessary for the performance of these tasks and to carry out our function as a school.

2. How Information about you is used.

The information that you provide will be processed according to the General Data Protection Regulations 2016 and to ensure eligibility criteria within statutory school governance regulations are met.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other internal departments within Pembrokeshire County Council and with The Auditor General for Wales.

We will not make any disclosures to third parties for marketing purposes. However, we may share your information with colleagues within Pembrokeshire County Council; in particular, but not exclusively, Children and Schools Directorate, Human Resources Department and Finance and Business Services Department. This will be for them to contact you in your role as governor only e.g. to invite you to meetings such as interview panels and Finance Committee meetings. We may also share your information with the school on whose GB you serve, for them to contact you in your role as a governor

Your data will be secure and confidential at all times and we will only collect the personal information that is required to allow us to provide a service to you and your GB.

3. How long do we keep hold of your information?

We will retain the information provided to us, and which we have gathered, when you leave the GB. This will allow us to maintain and access the membership and training record of the GB. However, other than your training record within the GB, this information will not be processed or shared with others after you leave the GB. If, at any time after you have left the GB, you request us to delete your personal information, other than your training record, we will do so.

4. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulations 2016. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

Access to Records Team

Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

5. Your Rights.

Under the General Data Protection Regulations 2016, you have rights as an individual which you can exercise in relation to the information we hold about you:

- The right of **access** – you are entitled to request access to and a copy of, information we hold about you.
- The right to **rectification** – you have the right to ask to have your information corrected.
- The right to **restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **object** – this is not an absolute right and will depend on the reason for processing your personal information.

6. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer

Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: dataprotection@pembrokeshire.gov.uk
Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
Email casework@ico.org Telephone No: 0303 123 1113

7. Changes to this privacy notice.

We keep our privacy notice under regular review.