

# Privacy Notice – Governor Services

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Governors Services							
What personal data do we need from you?	Name Address Date of Birth Telephone				Email ID Documents Business Interests			
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?	Langham Primary School						
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?	John Jones – Chair of Governors						
	Are there any <a href="#">Data Processors</a> ?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>			
	Who are they?	Edubase, Clerk to Governors, Weebly						
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose(s)</a> :	To deliver Governor services to the school						
	<a href="#">The Legal Condition(s)</a> :	Legal Obligation Substantial Public Interest						
Who else might we share your data with?	Central & Local Government as part of Safeguarding audits, e.g. Ofsted Inspections.							
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent Privacy Law protections</a> ?	NO							
How long will your data be kept?	When will it stop being used?	When Governor ceases to work for the school plus, one year						
	How long after this will it be deleted?	As above						
		Termination of volunteer role + 6 years						
Our use of the data will be subject to your legal rights (marked if applicable):	<a href="#">Inform</a>	<input checked="" type="checkbox"/>	<a href="#">Access</a>	<input checked="" type="checkbox"/>	<a href="#">Rectify</a>	<input checked="" type="checkbox"/>	<a href="#">Erase</a>	<input checked="" type="checkbox"/>
	<a href="#">Restrict</a>	<input type="checkbox"/>	<a href="#">Portable</a>	<input type="checkbox"/>	<a href="#">Object</a>	<input type="checkbox"/>	Automate	<input type="checkbox"/>

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As you are giving us your data directly to us:	This is the reason why we are allowed to ask for it and use it:	It is a statutory requirement to ensure the smooth operation of the school.
	This is what could happen if you refused to let us use your data for this purpose:	N/A
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>		
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>		
<b>If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:</b>		
Postal Address	Chair of Governors c/o Langham Primary School	
Email	Governors,Chair@Langham.essex.sch.uk	
Phone Number	01206 272266	
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>		
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF	
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>	
Phone Number	0303 123 1113	

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