

Privacy Notice (How we use your information)

Governor Clerking Service

The categories of information that we collect, process, hold and share include:

- Personal information (such as name, address, telephone number and email address).
- DBS Disclosure details

Why we collect and hold this information

We use this personal data in order:

- To comply with the service level agreement school holds with us to carry out administrative duties relating to school governance on their behalf.
- To update governors on changes in legislation, provide updates on what is happening throughout Kirklees and nationally, provide information on relevant available training, to request assistance from other governing bodies when required (such as exclusion panels, complaints etc.)

The lawful basis on which we use this information

We collect and process information about you under the service level agreement school holds with us to carry out administrative duties relating to school governance on their behalf.

We process DBS applications in line with regulation 16A of The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary.

We will hold this information throughout a governors term of office plus 12 months after in order to comply with statutory requirements relating to governor business interests.

Who we share this information with

We routinely share this information with:

- Other services within Kirklees Council including Human Resources, Kirklees Learning Partners and School Development.

Why we share this information

We share information with the above listed departments in order for other functions which may fall under the remit of a school governor to be fulfilled and to enable completion of any statutory requests made by the Department of Education.



We do not share personal information about you with anyone without consent unless the law and our policies allow us to do so.

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/privacy>

If you would like further information about this privacy notice, please contact:

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