



## **Manchester High School for Girls**

### **Privacy Notice**

#### **Governors**

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

#### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

The School will share your data with the following companies who have contracts with the School and who have equalled the School’s precautions, systems and procedures for dealing with data, these are:

- IT Contractor
- IT software provider
- Companies House
- Charities Commission
- AGBIS

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the School organises, should this be envisaged for you, you will be contacted for your consent, the consent will be limited in time and content if it is required.

### **Why we use this data**

Data will be processed for the purposes of responding to requests for information about joining the Board of Governors of the School and the School will therefore have a “legitimate interest” for processing basic personal data and, if necessary, sensitive personal data. The data the School holds will be the minimum it requires.

The purpose of processing this data is to help us to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors'/trustees' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

### **Our legal basis for using this data**

We only collect and use personal information about you when the law allows us to. However, we see the provision of personal data as necessary to safeguard you and the School as it will allow necessary checks to be made.

Most commonly, we use your personal information where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

We will obtain the data the School requires from you, should we need data from other sources we will contact you first.

The retention period for data on Governors to be held will be 25 years.

### **Your rights**

**You have the following rights when it comes to the processing of your data. You can:**

- Ask for more information about the collection and processing of your personal data
- Access the personal data and supplementary information held about you
- Have your personal data rectified by the data controller if the personal data you have provided is inaccurate or incomplete
- Restrict a data controller from processing your data if you consider it is unlawful or the data is inaccurate
- Object to your personal data being processed for direct marketing, scientific or historical research
- Obtain the data and reuse it

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

There is no automated decision making or profiling involved in this data stream into and through the School.

Our Privacy and Compliancy Officer (PCO) is Ms Rebecca Fairgrieve (Director of Finance & Operations) and is contactable via [administration@mhsg.manchester.sch.uk](mailto:administration@mhsg.manchester.sch.uk)

You can complain at any time about how the School has handled your data, the Information Commissioner is available as follows:

**ICO helpline is 0303 123 1113.**

**A template letter, should you need it is at the appended to this notice.**

## **Template letter**

[Your full address]  
[Phone number]  
[The date]

[Name and address of the organisation]  
[Reference number (if provided within the initial response)]

Dear [Sir or Madam / name of the person you have been in contact with]

### **Information rights concern**

[Your full name and address and any other details such as account number to help identify you]

I am concerned that you have not handled my personal information properly.

[Give details of your concern, explaining clearly and simply what has happened and, where appropriate, the effect it has had on you.]

I understand that before reporting my concern to the Information Commissioner's Office (ICO) I should give you the chance to deal with it.

If, when I receive your response, I would still like to report my concern to the ICO, I will give them a copy of it to consider.

You can find guidance on your obligations under information rights legislation on the ICO's website ([www.ico.org.uk](http://www.ico.org.uk)) as well as information on their regulatory powers and the action they can take.

Please send a full response within 28 calendar days. If you cannot respond within that timescale, please tell me when you will be able to respond.

If there is anything you would like to discuss, please contact me on the following number [telephone number].

Yours faithfully  
[Signature]