



Mayesbrook Park School

Alternative Provision for young people in Barking and Dagenham

Governor's Privacy Notice

This privacy notice explains what to expect the School to do with your personal information when you provide the School with information about you or other family members as a governor.

The School is the data controller for the purposes of data protection law. This means we are responsible for deciding how we hold and use personal data about you and your family members.

If we share your data with third-party organisations who process it on our behalf, we will ensure they meet the same data protection standards as we do.

Our Data Protection Officer is responsible for overseeing how we handle personal information. You can contact them by email at: dpo@mayesbrookparkschool.co.uk

What personal data we collect

We may collect, store and use the following categories of personal information:

- ◇ Name, title, address, telephone number, email address.
- ◇ Date of birth and gender
- ◇ Occupation and start date
- ◇ Start date
- ◇ Skills, experience and training records
- ◇ Information relating to your appointment or election (e.g identity checks such as DBS, disqualification and bankruptcy checks, references, CVs, application forms and supporting statements)
- ◇ Details about pecuniary or business interests held by you or your family members
- ◇ Information about other posts held by you
- ◇ Information about your conduct and governance contributions
- ◇ CCTV images (if you attend the site)
- ◇ Information about your use of the School information and communications systems
- ◇ Photographs (for internal safeguarding and security purposes, school newsletters, social media (including the School website, Facebook page and X))

Special Category data

We may also collect information that is considered more sensitive under data protection law (known as *special category data*), such as:

- ◇ Racial or ethnic origin
- ◇ Religious or philosophical beliefs
- ◇ Physical or mental health conditions
- ◇ Trade union membership

- ◇ Sexual orientation
- ◇ Political opinions
- ◇ Biometric or genetic data (if applicable)

We will only process this type of data where we have a lawful basis under data protection law, including:

- ◇ Where we have your explicit consent
- ◇ Where it is necessary for reasons of substantial public interest
- ◇ To protect an individual's vital interests
- ◇ As required by UK data protection legislation

Please see our data protection policy for further information.

Why we collect and use your information

We use the information we collect about governors to:

- ◇ Assess your suitability for the role
- ◇ Manage the appointment or election process
- ◇ Support your work as a governor
- ◇ Meet statutory governance and safeguarding requirements
- ◇ Provide access to governance development opportunities
- ◇ Maintain accurate records and statutory reports
- ◇ Fulfil our legal duties to the Department for Education
- ◇ Monitor diversity and equality in governance
- ◇ Evaluate and improve the quality of our governance

Use of Artificial Intelligence (AI)

The School may use AI tools to support governance activities, such as analysing anonymised performance data, summarising meeting documents, or producing draft reports. Any use of AI is carried out under the oversight of staff or governors, and outputs are checked for accuracy and appropriateness before being used.

We do not use AI to make decisions about governors without human involvement. Where AI processes personal data, we ensure that its use is lawful and necessary, and that safeguards are in place to protect your information. If AI is used in a way that significantly affects you, you will be informed and given the opportunity to request human review.

The lawful basis for processing your data

Under the UK GDPR and Data Protection Act 2018 we collect and use your personal data where:

- ◇ It is necessary to comply with a legal obligation
- ◇ It is necessary to carry out a task in the public interest
- ◇ It is required by law (e.g. section 538 of the Education Act 1996)

Less commonly, we may use your information where:

- ◇ You have given us consent

- ◇ It is necessary to protect vital interests
- ◇ It is necessary for legal proceedings
- ◇ It is needed for research, statistical or archiving purposes

Where we are processing data on the basis of your consent, you may withdraw that consent at any time. Please contact the Data Protection Officer to do so.

How long we keep your data

We keep your personal information for as long as necessary to fulfil the purposes for which we collected it, including satisfying legal, accounting, insurance, or reporting requirements.

For more detail, please refer to the School's Record Retention and Deletion Policy.

Who we share your data with

The School will not share your personal information with anyone without consent unless the law and the School policies allow the School to do so. The School may have to share your data with third parties, including third-party service providers and other organisations.

In particular, the School may share your data with organisations including, but not limited to the following:

- ◇ The Local Authority including commissioned providers of Local Authority services
- ◇ The Department for Education
- ◇ The Education & Skills Funding Agency
- ◇ The Disclosure and Barring Service (DBS)
- ◇ The Police or other law enforcement agencies (where legally required)
- ◇ The School auditors to ensure compliance with legal obligations
- ◇ Professional advisers and consultants
- ◇ Commissioned service providers (where relevant)
- ◇

The DfE requires schools to share certain governor information. You can find out more [here](#)

We will not share your information without consent unless the law allows or requires us to do so.

Your Rights

Under data protection law, you have rights including:

- ◇ To ask for copies of your personal information (Subject Access Request)
- ◇ To ask for your information to be corrected if inaccurate
- ◇ To object to processing in some circumstances
- ◇ To request erasure, restriction or blocking of data (in certain cases)
- ◇ Not to be subject to decisions made solely by automated means
- ◇ To withdraw consent (if we are relying on it)
- ◇ To seek compensation if we breach your data rights
- ◇

To exercise these rights or make a subject access request, please contact the Data Protection Officer. You will need to provide:

- ◇ Your full name and contact details
- ◇ Details of the information you are requesting
- ◇ Any relevant dates or context to help us locate the information

We will respond within one calendar month, although exemptions may apply.

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

- ◇ Describe the data we hold
- ◇ Explain why we process it and how long we keep it
- ◇ Tell you where we got it from
- ◇ Tell you who it's shared with
- ◇ Explain any automated decision-making (not applicable here)
- ◇ Provide a copy in an accessible format (unless exemptions apply)

Use of cookies on our website

Cookies are small files placed on your device that help improve website functionality and user experience. We use cookies to:

- ◇ Analyse website traffic
- ◇ Improve site navigation and usability

You can set your browser to refuse cookies or alert you when cookies are being sent. For more information, visit:

- ◇ <http://www.aboutcookies.org>
- ◇ <http://www.allaboutcookies.org>

Contact Us

If you have any questions or concerns about how we use your data, or you wish to exercise your rights please contact our Data Protection Officer at dpo@mayesbrookparkschool.co.uk

For further details about how we manage personal data, please refer to our Data Protection Policy, which is available on our website or on request.

Complaints

If you have concerns about how we collect or use your personal information, please contact our Data Protection Officer.

You also have the right to make a complaint to the Information Commissioner. This includes concerns about your rights under the Data Use and Access Act 2025.



Report a [concern online](#)



casework@ico.org.uk



0303 123 1113



Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire,
SK9 5AF

We may update this privacy notice from time to time. The most current version will be available on our website. We may also notify you directly of significant changes. so we recommend that you revisit this information. We may also notify you in other ways from time to time about the processing of your personal information. This version was last updated in September 2025.