

PRIVACY NOTICE

Governance Service

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7002 or by email to Jonathan.Greenough@halton.gov.uk

We collect and hold information about you in order to

- Contact you directly regarding school specific matters
- Share training support and governance services

Why do you need my information?

- This is explained above

The lawful basis on which we use information?

We collect and use this information on the lawful basis of **Consent**: the processing is necessary for HBC to contact you as outlined above.

Do I have to provide this information and what will happen if I don't?

If we do not collect this information it will be difficult to communicate directly with you on matters of governance to support your role in your school(s).

Who will my information be shared with?

Your information is shared with Edsential for essential governance services and Cheshire East Council for individual schools governor support on a case by case basis.

How long will you keep this information for and why?

Your contact details will be stored for the duration of your tenure as governor in a Halton school.

How will my information be stored?

Your information is stored on a secure password protected laptop by a member of the Organisation - Provision administration support team

This information will not be used to take automated decisions about you.

Your data will not be transferred abroad.

What rights do I have when it comes to my data?

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right to data portability – you have the right to obtain and reuse your data for your own purposes (copy or transfer personal data to another environment) in certain circumstances

Right of Access - you have the right under the General Data Protection Regulation 2018 to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from

<https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:
Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'.

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk