



Attingham Education Privacy Policy

Our contact details

Attingham Education, 180 Attingham Drive, Dudley, DY1 3HY
01384 598319
emma@attinghameducation.co.uk

The type of personal information we may collect

We currently collect and process the following information:

- Name and Job Title
- Your user name
- Your email address
- Your postal address
- Telephone or mobile numbers
- Your image
- Your user generated content
- Information received from your linked school(s) / academies / trust at which you are registered as a user;
- Details of your governor/trustee experience (what type you are, the dates of your term of office, your role, your access rights, your declarations of interest); and
- We may also process your training records and DBS number records but we only do this as your processor and do not use this information for our own purposes.
- Data about your pupils (including behaviour records, attendance records or other information discussed at a pupil discipline committee)
- Data about your staff (including details relating to misconduct or performance or pay grades)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- So we can administer your Governing/Trust Board meetings
- So we can advise on pupil discipline committees

We also receive personal information indirectly, from the following sources in the following scenarios:

- Schools

We use the information that you have given us in order to administer your Governing Board.

We may share this information with the Local Authority, your school, your Trust or the Diocese (if applicable).

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- **We have a contractual obligation.**
- **We have a legitimate interest.**

How we store your personal information

Your information is securely stored.

We keep names, addresses, telephone numbers, email addresses as long as you are a Governor/Trustee. Your name is stored for a period of 12 months following the end of your term of office along with the date your term finished. Your information is then automatically deleted by GovernorHub.

We keep pupil discipline data until the deadline for an IRP has passed. If an IRP is requested we keep data for a period of 12 months.

We keep staff data relating to discipline until the appeal request notice period as ended. If an appeal is requested we keep data for a period of 12 months.

As soon as your school is no longer a customer, we transfer all data to the school and delete your information from our systems. Your information on GovernorHub may transfer to a new provider but we will no longer have access.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Emma Woodhouse, 180 Attingham Drive, Dudley, DY1 3HY if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at emma@attinghameducation.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>