

# Governor Services

We are committed to keeping your personal information safe. Processing it under our duties under the General Data Protection Regulation.

We will keep your information accurate and up to date and we will not keep your information longer than necessary. The Isle of Wight Council is the data controller for all personal information that it processes.

School and academy governance bodies are data controllers in respect of the information they enter into GovernorHub or any other governor database they have, and they use this information for their own purposes.

You can contact our Data Protection Officer by emailing [dpo@iow.gov.uk](mailto:dpo@iow.gov.uk). Or write to Data Protection Officer, County Hall, High Street, Newport, IW PO30 1UD.

This notice explains how Governor Services use your personal information and the ways we protect your privacy. This notice applies to all personal data collected for or on behalf of us.

The lawful basis for collecting or processing your personal information is:

- consent

## How we use your information

To enable us to carry out our functions, it is necessary for us to collect or process your personal information. This includes your name, address, contact details, date of birth, telephone, e-mail

## Governor Services

For recruitment purposes, we collect and use the information ensuring that we comply with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA2018) requirements for processing through:

- Article 6(1)(a) - the individual has given consent for the County Council to process their personal data for a specific purpose.
- Article 9(2)(a) – Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law; and
- Sch.1, Pt.2, 1 - Substantial public interest conditions, for processing under DPA2018. As the lawful basis being used is explicit consent, you have the right to withdraw this consent at any time.

We will or may share your information with our following services:

- Other IWC Services in relation to Schools and Learning

We are required by law to protect the public funds we administer. Sharing information provided with other bodies responsible for auditing or administering public funds. We take part in the Cabinet Office's [National Fraud Initiative](#). This is a data matching exercise to assist in the prevention and detection of fraud. We are required to provide sets of data to the Minister for the Cabinet Office for matching. View more information on counter fraud and corruption.

We will or may share your information with the following external organisations:

- Hampshire Governor Services and governance bodies of the schools, academies or education centres which have a suitable vacancy to fill, taking into account your preferences expressed on the form.

## Retention period or criteria used to determine the retention period

We will keep your personal information only for as long as it is needed for the purpose for which it was collected. Further details can be found by contacting Governor Services, Westridge Community Learning Centre, Brading Road, Ryde IOW PO30 1QS. [E-mail governor.services@iow.gov.uk](mailto:governor.services@iow.gov.uk)

## Your legal rights

Under some circumstances, you have rights under data protection laws in relation to your personal data. Please note not all these rights apply to all processing. You have the following rights:

- The right to be informed – you have a right to be told how we use your personal data
- The right of access – you have the right to request a copy of the information that we hold about you
- The right to rectification – you have a right to ask us to correct information we hold about you if it is wrong
- The right to erasure (right to be forgotten) – in certain circumstances you can ask for the data we hold about you to be erased from our records
- The right to restrict processing – where certain conditions apply you have a right to restrict the processing
- The right to data portability – you have the right to have the data we hold about you transferred to another organisation
- The right to object – in some circumstances you have the right to object to your personal data being used

Rights of automated decision making and profiling. You have the right for any decision made by a computer to be reviewed by a human being. You can object to us profiling your behaviours and characteristics.

Some of the rights are complex, and there are circumstances where your rights will not apply. For example, the right to erasure will not apply if your personal data is required to comply with a legal obligation. We recommend you read the guidance notes from the [Information Commissioners Office](#).

## Queries and complaints

If you have a complaint about the processing of your personal data, please contact us by:

- emailing [dpo@iow.gov.uk](mailto:dpo@iow.gov.uk)
- writing to Data Protection Officer, County Hall, High Street, Newport, IW PO30 1UD

If you are not satisfied following an internal complaint, you can lodge a complaint with the [Information Commissioners Office](#).