

## 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 7003 or by email to Peter.Richmond@halton.gcsx.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](mailto: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](http://www.ico.org.uk)