

# College Park Infant School & Lyndhurst Junior School

## GDPR information table - GOVERNOR



King's Group  
Academies

Category of personal data including reference to a category of data subject e.g. employees, pupils, staff and so on.	What are the sources of this category of personal data?	Identify any means used to collect this information (such as a consent form or online portal)	Individual or team with "ownership" of the data	For what purposes is this category of personal data held or used?	Who can access the personal data and with whom is it shared? This includes internally, third parties (such as contractors), outside agencies and so on	For how long is this category of personal data kept?	Where is this data kept and what measures are in place to keep this category of personal data secure?	The legal ground(s) for processing this category of personal data e.g. consent, compliance with legal obligation? Include any supporting evidence, e.g. copy of consent form or privacy notice. [see all legal grounds at foot of table]
Data including Name, date of birth, address, telephone numbers, email addresses, contact details,	Governor	<i>On registering as a governor</i>	Clerk to Governor	<i>For governor role and legal purposes</i>	HT, CLK, Chair of Gov, Outside agencies as required/DBS.	In accordance with current regulations.	<i>Filing cabinet office – locked and restricted access. PC password protected.</i>	Compliance with legal obligation
DBS	Governor	<i>DBS Application Form (every 3 years)</i>	<i>Admin Assistant with DBS responsibility (DBS)</i>	<i>Safeguarding</i>	CLK, Chair of Gov, Person responsible for DBS in Office, Outside agencies as required – HR PCC (DBS Processor)	In accordance with current regulations.	<i>Paper copies – locked filing cabinet DBS Database on PC (restricted access)</i>	<i>Compliance with legal obligation / DBS Codes of Practice</i>
Pecuniary Interests	Governor	Local declaration form (Updated yearly)	Clerk to Governor	Due diligence	CLK, Chair of Gov. Outside agencies as required	In accordance with current regulations.	<i>Filing cabinet office – locked and restricted access.</i>	<i>Compliance with legal obligation</i>
CCTV	Authorised contact within the school	CCTV cameras		Safeguarding, identifying crimes!	<b>Access:</b> HT, AO <b>Shared:</b> With staff, police as required	In accordance with current regulations.	School office. Password protected.	Vital interests of the data subject or another person
Photos/Video/Audio Recording	Authorised contact within the school/School photographer/Press	Consent		Safeguarding, basic administration	<b>Access:</b> HT, CT, AO, Staff <b>Shared:</b> School photographer, Outside agencies as required, School website, newsletter	In accordance with current regulations.	SIMs Digital server, On site around school	Consent
Minutes	Governor meetings	Consent	Clerk	Basic administration	CLK, Governors, available for Public access.	In accordance with current regulations.	<i>Filing cabinet office – locked and restricted access. PC password protected.</i>	Compliance with legal obligation