



## Schools' Choice Ltd Client Privacy Notice (Governor Services)

Schools' Choice Limited, Schools' Choice (Suffolk) Limited and Schools' Choice Group Limited are part of Vertas Group Limited and process personal data to successfully carry out its business functions.

Schools' Choice is committed to being transparent about how it collects and uses personal data and to meeting its obligations under the General Data Protection Regulations 2018.

### Who We Are

Under Data Protection legislation, Schools' Choice Ltd is a Data Controller.

The company contact details are as follows:

Schools' Choice Ltd, Endeavour House, 8 Russell Road, Ipswich IP8 2BX

### Our Data Protection Officer

The company's data protection officer is:

Kate Innes [GroupHR@Vertas.co.uk](mailto:GroupHR@Vertas.co.uk), FAO DPO

### Information we may collect and hold:

The company collects and processes a range of information to support the functions of all business activity. This includes:

- If you contact our Governor Services team for any business reason we may keep a record of your personal details you provide and any correspondence.
- If you engage in business activity we will hold personal information relevant to the contract.
- We may also use your details in order to complete client or employee satisfaction surveys which is used for business feedback and continuous improvement purposes. Responding to the survey is optional.
- Your name, address and contact details including email address and telephone number
- any information school governors choose to provide such as date of birth, ethnicity, DBS information etc. If governors choose to provide this information it will be viewable by Schools' choice staff but will not be used for any purpose
- the school(s) at which governors are registered as a governor on GovernorHub
- what type of governor (e.g. parent, co-opted, local authority)
- the dates of term of office
- the role on the governing body (e.g. chair, vice-chair)
- whether an individual has administrator access rights to use GovernorHub
- any declarations of interest as a governor or trustee
- the training records that governors have entered on GovernorHub
- Minutes and agendas for governing board meetings



## Where we store your personal data

Governors' details as listed above are stored on GovernorHub provided by Ortoo Technologies Ltd,

The company has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the company engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Once we are in receipt of your data we will use strict procedures and security features to prevent unauthorised access.

## Why We Collect and Use This Information

- To carry out our obligations arising from any contracts entered into between you and us.
- To notify you about changes to our services.

The company needs to process data to enter into a contract with you and to meet its obligations under the contract. In some cases, the company needs to process data to ensure that it is complying with its legal obligations.

## Who has access to data?

Governor services shares your data with a third party that processes data on their behalf (Ortoo Technologies Ltd) in order to maintain governing board records and to provide meeting documentation to governors.

The company will not transfer your data to countries outside the European Economic Area. We do acknowledge that our website can be accessed by countries outside of the European Economic Area.

## For how long does Schools' Choice Ltd keep data?

The company will hold your personal data on GovernorHub for the duration of your term of office as a governor or until you request for your data to be removed.

## Requesting Access to Your Personal Data

As a data subject, you have many rights. You can:

- access and obtain a copy of your data on request;
- require the company to change incorrect or incomplete data;

- require the company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the company is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [GroupHR@Vertas.co.uk](mailto:GroupHR@Vertas.co.uk). If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **What if you do not provide Personal Data?**

You have some obligations under a contract to provide the company with data. If you do not provide certain information it may prevent the company's ability to administer the rights and obligations arising because of the contract relationship effectively.

### **Further information**

If you would like to discuss anything in this privacy notice, please contact: [GroupHR@Vertas.co.uk](mailto:GroupHR@Vertas.co.uk), FAO DPO.