

GOVERNOR DATA – Cheriton Primary School

Data Subject	Description of Data*	Type of Data		How is it collected?	What is it used for?	What is the legal basis for using it?	Where is it stored?	Does it leave the school?	Who is it shared with?	Who can access it?	How long is data kept?
		PD	SC								
Governors	Application Form, name, date of birth, contact details	X		Paper or online form completed by data subject and stored on (system used)	Governance	Public task/legal obligation	Database within school (any other system used)	No	Relevant school personnel	Admin Staff School Leader	In accordance with retention schedule
Governors	DBS Checks		X	Electronic forms Possible paper	Governance/ legal obligation	Public task/legal obligation	DBS number stored electronically	Yes	DBS Processor Elaine Wright Andrew Goldsworthy	Results shared with school	In accordance with retention schedule
Governors/ Parent/Staff/ Pupil	Complaints	X		Complaints procedure – Paper form Email	To deal with complaints	Public task/legal obligation	Paper file in school (any other system used)	No	School leader Clerk Governors Trust	Chair of Governors/Clerk School/Public	In accordance with retention schedule
Governors	Business Interest Forms	X		Paper Form	Governance	Public task	Website/School Database/Clerk's Computer	Yes	School leader Clerk Governors Trust	Chair of Governors/Clerk School/Public	In accordance with retention schedule
Governors	Election Papers	X		Paper Form	Governance	Public task/legal obligation	Paper File	Yes	School leader Clerk Governors Parents	Chair of Governors/Clerk	In accordance with retention schedule
Governors	Training Records	X		Paper/Electronic Form	Governance	Public task	Website/School Database/Clerk's Computer	Yes	School leader Clerk Governors	Chair of Governors/Clerk School	In accordance with retention schedule
Governors	Meeting Attendance	X		Paper Form/ Electronic Form	Governance	Public task/legal obligation	Website/School Database/Clerk's Computer	Yes	School leader Clerk Governors Trust	Chair of Governors/Clerk School/Public	In accordance with retention schedule