



# IPC SERVICES

*Experience and Reliability*

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## DATA PRIVACY NOTICE Independent Professional Clerking Services (Yorkshire) Ltd

### Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by [the General Data Protection Regulation 2016/679 (the "GDPR")1].

### Who are we?

IPC Services is the data processor. This means we process data on behalf of the data controller (i.e. school/academy Trust).

### How do we process your personal data?

IPC Services complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- to administer all aspects of governing board/trust membership to allow members to carry out their statutory duties;
- to record attendance at meetings;
- to record attendance at training;
- to record presence at meetings and actions agreed; and
- to inform individuals of news, events, activities or services relevant to their activities as a member of a school/academy board.

### Sharing your personal data.

Your personal data will be treated as strictly confidential, and will be shared only with members of the organisation (governing board/trust board/school/academy Trust/ LA (for maintained schools)) with whom you are associated. We will only share your data with third parties outside of the organisation, with your consent.

### How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary – “just in case it might come in useful one day”, will not be a sufficient reason. This will be no longer than 12 months following the end of term of office.

## **Your rights and your personal data.**

Unless subject to an exemption [under the GDPR], you have the following rights with respect to your personal data: -

- the right to request a copy of your personal data which the IPC Services holds about you;
- the right to request that IPC Services corrects any personal data if it is found to be inaccurate or out of date;
- the right to request your personal data is erased where it is no longer necessary for IPC Services to retain such data;
- the right to withdraw your consent to the processing at any time;
- the right to request that IPC Services provide you with your personal data and where possible, to transmit that data directly to another data controller;
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- the right to object to the processing of personal data; and
- the right to lodge a complaint with the Information Commissioner's Office.

## **Further processing.**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Contact Details.**

To exercise all relevant rights, queries or complaints please, in the first instance, contact the Data Protection Officer, Mary Gibson on 01482 661925 or [mary.harker@ipc-services.co.uk](mailto:mary.harker@ipc-services.co.uk)

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.