

## **School Appeal Panel Member Privacy Notice (How we use your information)**

### **The Democracy Service**

#### **The categories of information that we collect, process, hold and share include:**

- Personal information (such as name, date of birth and address);
- Financial information (such as bank details);

#### **Why we collect and hold this information**

We use this personal data in order to:

- Provide you with the support you need in your role as a School Appeal Panel Member;
- Enable us to carry out specific functions for which we are responsible;

#### **The lawful basis on which we use this information**

We collect and process information about you under Article 6 (1) (a) and Article 6 (1) (e) of the GDPR regulations.

#### **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it in line with The Democracy Service Retention Schedule and to comply with statutory requirements.

#### **Who we share this information with**

We routinely share this information as necessary with:

- Other services within Kirklees Council (i.e. payroll for Expenses purposes and Document Solutions for paperwork distribution)
- Appellants, providing panel member names at the hearing in accordance with the School Admisson Appeal Code

#### **Why we share this information**

We share information with the above on a statutory basis, under section 88(1) (a) and (b) of the [School Standards and Framework Act \(SSFA\) 1998](#). We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

#### **Further information**

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>

If you would like further information about this privacy notice, please contact: Information Governance Team at [information.governance@kirklees.gov.uk](mailto:information.governance@kirklees.gov.uk) or by ringing 01484 221000.



If you have any worries or questions about how your personal data is handled, please call the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.