Protocol for storing governor data

1. Governor data is collected and stored in accordance with the JET privacy notice (http://www.jointeducationteam.org/uploads/1/9/6/4/19649219/governor_privacy_notice_final.pdf) and the team have the responsibility of maintaining and providing secure access.

2. Hard copies of governor nomination forms, skills audits and PCC minutes are kept until the next Board meeting where the appointments are approved and confirmed. All data is then scanned and stored on the Governor drive which is only accessed by the Assistant Director of Education (Legal & Governance) and the governor administrator. Governor information can be requested and shared within in the JET when necessary. Governor information is also shared with safeguarding officers within both dioceses (ex officio appointments), local authorities, both diocesan boards & chair governors for reasons set out in the privacy notice.

3. Hard copies of governor data will be locked away when not in use and destroyed once the appointments have been approved/confirmed at the board meetings.

4. The governor data we hold are their names, address, contact email & telephone, we require this information to keep them informed of policies and training.

5. Governor data is to be retained for 12 months once the governor has left the governing body, the information is transferred to an archive file within the governor drive and is maintained on a regular basis and destroyed when no longer required.

6. All governor data is managed by an administrator which is over seen by the Assistant Director (Legal & Governance)