

# Privacy Notice (How we use personal information of Governors)

## The categories of governor information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and address)
- governance details (such as role, start and end dates and governor ID)

## Why we collect and use governor information

The personal data collected is essential in order for the school to fulfil their official functions and meet legal requirements.

We collect and use governor information in order to meet the statutory duties placed upon us.

Under the General Data Protection Regulation (GDPR), the legal basis we rely on for processing this personal information is **Legal Obligation**

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) and academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

- 9 (g) processing **is necessary for reasons of substantial public interest** on the basis of Union or Member State law which shall be proportionate to the aim pursued, respecting the essence of the right to data protection and providing for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

## Collecting governor information

We collect personal information via the Clerk to the Governors by the completion of governor contact forms.

Governor data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

## Storing governor information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our school's website.

## Who we share governor information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)

## Why we share governor information

We do not share information about our governors with anyone without consent unless the law and our policies allow us to do so.

### Local authority

We are required to share information about our governors with our local authority (LA) as part of our obligation to the substantial public interest (Article 9 (g) GDPR).

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department for Education (DfE), under: [section 538 of the Education Act 1996](#)

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section.

## Requesting access to your personal data

Under data protection legislation you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school's Data Protection Officer:

Admin.cleveland-prim@redbridge.gov.uk  
Tel: 0208 478 3601

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind or you are unhappy with our use of your personal data, please let us know by contacting the school's Data Protection Officer:

Admin.cleveland-prim@redbridge.gov.uk  
Tel: 0208 478 3601

## International transfers and processing

We do not process any personal information outside of the European Economic Area.

## **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 24<sup>th</sup> February 2025

## **Contact**

If you would like to discuss anything in this privacy notice, please contact the school's Data Protection Officer:

admin.cleveland-prim@redbridge.gov.uk

Tel: 0208 478 3601