

# Privacy Policy Notice Governors

(How we use governor, associate member and clerk information)

Swanbourne CE School  
Mursley CE School  
Drayton Parslow Village School  
Kingfishers Pre-School (Mursley)

(In this policy known as the Three Schools)



This policy to be agreed by the Governing Body– **April 2021**

Date of this review – **April 2025**

This policy is to be reviewed by – **April 2026**

(Copies of this policy are available for staff, parents, visitors and volunteers on request from the school office)

## **Privacy Notice (How we use governor, associate member and clerk information)**

The following information outlines how we process your personal information while you are an individual in a governance role in maintained schools (Governor) at The Three Schools (Swanbourne CE School, Mursley CE School and Drayton Parslow Village School).

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

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- Governance details (such as role, start and end dates and governor ID)
- Conflict of interest information
- ID evidence
- Safeguarding training dates and copy of certificate when completed  
Disclosure details, number and issue date

### **Where we use your personal information:**

We keep and store your personal data internally and externally; as part of our journey towards GDPR compliance, we are bound by the **IRMS retention document** as to how and when we destroy data held internally. For external providers, we are securing contracts that explicitly ask for how and where they store the data we provide them, and how and when it gets destroyed. Below is a list of assets that hold your personal data:

- Online Governor web resource – **GovernorHub**
- Our Governors file
- Get Information About Schools (**GIAS**)
- National Governance Association (**NGA**)
- Single Central Record (**SCR**)

### **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 process this information under Legal Obligation as it is a statutory requirement to inform the DfE through Get Information About Schools, (GIAS), the Local Authority and Companies House about new individual in governance appointments; it is a statutory requirement for all individual in a governance role to have an enhanced DBS check and it is a statutory requirement that the school website includes individuals in a governance role and associate member information.

We collect and use information for individuals in a governance role, for the following purposes:

- a) To meet the statutory duties placed upon us
- b) Enable the development of a comprehensive picture of governance and how it is deployed
- c) To enable appropriate checks to be completed
- d) Enable individuals to be kept informed of governance training, book training and relevant information
- e) To inform relevant authorities/organisations of a member/trustee/governor/clerk appointment

Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are:

- for the purpose **a)** named above in accordance with the legal basis of **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.

### **Collecting governor information**

Governor details will be collected via The Buckinghamshire Council Governor Details form by the clerk to governors. Governor ID is collected by the school office when an individual in a governance role has submitted their part of the DBS Application, evidence is checked upon completion of the application process. Confirmation of the date and that the DBS document has been seen is recorded on the Single Central Register. On completion of safeguarding training a certificate of attendance is issued by the Safeguarding Trainer, a copy is kept by the school office. 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 contact the school for more information.

### **Who we share governor information with**

We routinely share this information with:

- Our local authority (where applicable)
- The Department for Education (DfE) through Get Information about Schools (GIAS)
- National Governance Association / Governor Hub / The Key etc School Office
- Other governors on the same governing board
- Disclosure and Barring Service
- The clerk to the board

### **How Government uses your data**

The governance data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

### **Data collection requirements**

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

**Note:** Some of these personal data items are not publically available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

### **Why we share governor information**

We do not share information about individuals in a governance role, associate members or clerks with anyone without consent unless the law and our policies allow us to do so.

### **Local Authority**

We are required to share appointment and resignation information about board members with the Local Authority (LA) for inclusion on the ONE database.

### **Department for Education (DfE)**

We share personal data with the Department for Education (DfE) on a statutory basis, through Get Information About Schools (GIAS).

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**.

Additionally:

### **National Governance Association (NGA)**

In order to access the NGA website and receive weekly email updates it is necessary for the NGA to have names and email addresses for all members of the board. Home addresses for those trustees/governors receiving the hard copy of the NGA magazine will also be supplied. In order for the clerk to pass on email details to the NGA a member, trustee or governor will be required to give complicit consent. An individual can unsubscribe at any time.

### **School Office**

In case of emergency or an Ofsted inspection it is necessary for the school office to hold details of any individuals involved in the governance of the school. The school Single Central Record will record that appropriate checks have been carried out for everyone involved in the governance of the school.

### **Other members/trustees/governors on the same Governing Board or in the same MAT**

For ease of communication and with your consent contact details may be shared with other individuals in a governance role on the board.

## **Disclosure and Barring Service**

All maintained school individuals in a governance role are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks and Section 128 checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

## **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 please use the contact details given below.

Position	Name	Email	Phone
<b>School lead</b>	David May	<a href="mailto:office@swanbourneceschool.org">office@swanbourneceschool.org</a> <a href="mailto:office@mursleyceschool.org">office@mursleyceschool.org</a> <a href="mailto:office@draytonparslowschool.org">office@draytonparslowschool.org</a>	01296 720295 01296 720305 01296 720306
<b>Data Protection officer</b>	Turn IT on	<a href="mailto:dpo@turniton.co.uk">dpo@turniton.co.uk</a>	01865 597620 (option 3)

You also have the right:

- to ask us for access to information about you that we hold
- to 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/>

## Further information

### Contact

If you would like to discuss anything in this privacy notice, In the first instance please contact the School lead below:

Position	Name	Email	Phone
School lead	David May	<a href="mailto:office@swanbourneceschool.org">office@swanbourneceschool.org</a> <a href="mailto:office@mursleyceschool.org">office@mursleyceschool.org</a> <a href="mailto:office@draytonparslowschool.org">office@draytonparslowschool.org</a>	01296 720295 01296 720305 01296 720306
Data Protection Officer	Turn IT on	<a href="mailto:dpo@turniton.co.uk">dpo@turniton.co.uk</a>	01865 597620 (option 3)

### Policy update information (policy number GDPR-102)

This policy is **reviewed annually** and updated in line with data protection legislation.

### Policy review information

Review date	Reviewed by
01-08-2020	turn IT on
April 2021	David May
29 <sup>th</sup> April 2022	David May
27 <sup>th</sup> April 2023	David May
September 2024	David May
April 2025	David May

### Policy update information

Review date	Revision	Description on change	By
01-07-2019	1.00	Draft release	turn IT on
05-08-2019	1.00	Full release	turn IT on