



Sussex Way
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PRIVACY NOTICE: INFORMATION ABOUT SCHOOL GOVERNORS

Under data protection law, individuals have a right to be informed about how the School uses any personal data that we hold about them. We comply with this right by providing “Privacy Notices” to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about individuals who serve as governors at our school.

If you would like to discuss anything in this privacy notice, please contact: Barrie O’Shea (Headteacher) or Teresa Pawalec (DPO)

The categories of governor information that we process include:

- personal information (such as name, date of birth, contact details, and address)
- governance details (such as role, start and end dates, DBS status and governor ID)

This list is not exhaustive.

We may also collect store and use information about you that is classed as “special category data” under the General Data Protection Regulation 2016 (GDPR), such as gender, age, and ethnic group.

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 to meet the statutory duties placed upon us

Under the GDPR, the legal basis / bases we rely on for processing personal information for general purposes are:

- To carry out a task in the public interest (the “Public Task” legal basis)
- To comply with a legal obligation (the “Legal Obligation” legal basis)

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

We collect personal information via governor contact forms and emails.

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 see our Data Protection and Information Management policy.

Who we share governor information with

We routinely share this information with:

- our local authority (where applicable)
- 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. We are required to share information about our governors with our local authority (LA) under the Education Act 1996.

If you require more information about how the local authority store your personal data, please visit <https://www.islington.gov.uk/about-the-council/information-governance>

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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](#).

If you require more information about how the Department store your personal data, please visit the Department website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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 office.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

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

How Government uses your data

The governor 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.