

Governors Privacy Notice

How we use governor information

This privacy notice explains how we collect, store and use personal data about individuals working within the school as a governor.

We collect your information to;

- enable you to serve as a governor
- comply with our statutory safeguarding obligations
- deliver appropriate training
- effectively manage the school
- fulfil statutory reporting to the Department for Education
- monitor the security of the school's site to ensure the safety and wellbeing of staff, pupils and visitors

The categories of school information that we process include

- Personal information (such as name, address, date of birth, email address, telephone numbers, national insurance number)
- Characteristics information (such as gender, age, ethnic group)
- Disability and access requirements
- Employment details
- Images and video footage (CCTV)

Why we collect and use governor information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

Processing is necessary to comply with the legal obligations of the controller.

- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way.
- We need to protect the vital interests of the individual (or someone else's interests).

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how to withdraw it.

Collecting governor information

We collect personal information via individual Governors.

Governor data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is 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

Any information about a governing body member is kept secure and is only used for purposes directly relevant to your term as a governor at the school. Once your term(s) of office with us has ended, we will retain this file and delete the information in it in accordance with our [retention policy](#).

Who we share governor information with

We routinely share information with appropriate third parties, including:

- The Department for Education (DFE)
- Ofsted
- Police forces, courts, tribunals
- Local Authority

There may be circumstances in which we may lawfully share personal data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes.

Where we share data, however, we shall do so in accordance with applicable data protection laws.

Why we share school 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.

Department for Education

We share personal data with the Department for Education (DfE) on a statutory basis. Under s.538 of the Education Act 1996, and the Academies Financial Handbook, the