Privacy Notice (How we use governance information)

Bridekirk Dovenby CE Primary School is the data controller under the UK General Data Protection Regulation (UK GDPR) for the use of personal data explained in this Privacy Notice.

Personal data is any information that can be used to identify a living person, either on its own, or in combination with other pieces of data. Data processing includes the collection, use, and storage of data.

The categories of governance information that we process include:

- personal identifiers like name, image, date of birth, sex, contact details including address and postcode;
- financial or business information like a governor's outside financial or business interests, or bank details for expense payments;
- Special categories of data like criminal conviction or social care action information for legal and safeguarding reasons, next of kin and medical information (to prevent or manage a health or medical issue), and protected characteristics information like gender reassignment or religion.
- governance details like their role, start and end dates and governor ID.

This list is not exhaustive, to see a current list of categories of information we process and why please contact our DPO.

Why we collect and use this information

The personal data we collect is essential to fulfil our official functions and meet legal requirements.

We are a maintained school and have a legal duty under section 538 of the Education Act 1996 to provide governance information to the Get Information About Schools (GIAS) scheme online.

We also use governor data to:

a) comply with the law and keep governors safe;
b) recruit appropriately;
c) enable individuals to be paid expenses or access services; and
d) celebrate or promote school, for scientific interest, or to record our own school history.

Under UK GDPR, the lawful bases we rely on for processing personal governance information are:

- to enter into or carry out a contract (mainly reasons b, and c above) e.g., to appoint governors, include them in services we buy like access to online subscriptions we hold, or to engage with our training or activity providers.
- to protect vital interests (mainly reason a above) e.g., allergy or other health information,
- to comply with the law (mainly reason a above) e.g., publishing information on our website and submitting data to GIAS.
- having consent (mainly reasons c, and d above) e.g., to use images and names in publicity.

When we process special category data like medical information, biometrics, or criminal history, we need to have one lawful basis from the list above *and* one of the following list:

- having consent (mainly reasons a, and e above) e.g., for referral to occupational health or other support services or to use a biometric controlled catering service.
- to comply with the law (mainly reasons a, and b above) e.g., pre-appointment criminal record checks, providing reasonable adjustments to governor tasks or election procedures.
- to improve public health (mainly reason a above) e.g., report notifiable diseases to local or national government departments;
- to make or defend a legal claim e.g., some special educational needs and other records which detail governors that dealt with complaints or appeals about them, all accident records etc.

Collecting governance information

We collect personal information via hard paper copies at the first meeting of the year and ay induction.

Most of the information we ask for is required by law or necessary so we can run the school effectively and some of it is voluntary. To comply with UK GDPR, if you have a choice about providing information, we will tell you when we ask for it. We will also tell you what to do if you do not want to share this information with us.

Storing governance information

We hold governor data securely in line with the Information and Records Management Society (IRMS) Records Management Toolkit for Schools. Most data about governors is kept for between 6 months and 6 years after an election or term of office ends, although some is kept for much longer e.g., minutes of governor meetings showing attendees are kept for the lifetime of a school. For more information about how long we keep some information for and why (data retention), and how we keep the data safe, please contact our DPO.

Who we share governance information with and why

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so. The laws listed in this notice that require us to collect information also require us to share it. Data is transferred securely by hand delivery or registered post, via a government data transfer system like GIAS, and sometimes in other secure ways.

We routinely share governor information with:

- our local authority (as above),
- our financial services provider to pay expenses;
- Government departments like UK Health Security Agency and local authority public health to comply with the law and support public health action;
- other organisations like an off-site training or activity provider that needs next of kin or medical details to manage them safely, and third-party service providers like online subscriptions, but usually only with consent.

Sharing with the 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.

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

UK GDPR, gives you certain rights about how your information is collected and used. To make a request for your personal information, contact Joanne Cardwell, dpo@shardbusinessservices.co.uk. Please include the name of the school in your request.

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called the 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called the 'right of access', and is also known as a subject access request (SAR), data subject access request or right of access request.

- the right to ask us to change any information you think is not accurate or complete – this is called the 'right to rectification'.
- the right to ask us to delete your personal information – this is called the 'right to erasure'.
- the right to ask us to stop using your information – this is called the 'right to restriction of processing'.
- the right to object to our processing of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern 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 raise a concern with ICO.

For more information on how to request access to personal information held centrally by the DfE, please see the 'How Government uses your data' section of this notice below.

Withdrawal of consent and the right to lodge a complaint

If we are only processing your personal data because you consented, 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 our DPO.

Last updated

This privacy notice was compiled using DfE advice and model documents. We may need to review it periodically, so we recommend that you revisit this information from time to time. This version was last updated in May 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Shard Business Services

Joanne Cardwell

dpo@shardbusinessservices.co.uk

How Government uses your data

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

- increase the transparency of governance arrangements;
- enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context;
- allow the DfE 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 DfE including the data that we share with them, go to https://www.gov.uk/guidance/get-information-about-schools

Note: Some of these personal data items are not publicly 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.

How to find out what personal information DfE hold about you

Under the terms of the UK Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data;
- for a description of the data they hold about you;
- the reasons they're holding it and any recipient it may be disclosed to;
- for a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the DfE, you should make a 'subject access request'. Further information on how to do this can be found in the DfE's personal information charter published at: https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter or https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

To contact the department: www.gov.uk/contact-dfe.