



## **PRIVACY NOTICE FOR SCHOOL GOVERNORS**

### **The categories of governance 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)

Potley Hill Primary School collects personal data about our governors. The personal data is required for the school to fulfil their official functions and meet legal requirements. The personal data collected is:

- Contact details (name, address, telephone no., email address & emergency contact)
- Date of birth
- Governor details (e.g. start and end dates, type of governor, appointed by, term, committees, responsibilities (e.g. vice chair) and governor ID)
- Business and other interests (e.g. business and pecuniary interests, relationships with members of school staff, governor roles at any other schools)
- Attendance record (e.g. at governing body and committee meetings)
- Criminal records certificate
- Bank details for payment of reasonable expenses (e.g. travel costs, child care costs)

### **Why we collect and use governance information**

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

We collect and use governor information, for the following purposes:

1. to meet the statutory duties placed upon us. Note: e.g. duty to provide information to other organisations.
2. the administration of the governing body. Note: e.g. governor elections, appointing governors, skills audit, arranging or providing training and development.

Under the [UK General Data Protection Regulation \(GDPR\) 2018](#), the legal bases we rely on for processing personal information for general purposes are:

- It is necessary to comply with a legal obligation. Note: e.g. all maintained school governing bodies have a legal duty to provide governance information to the DfE and the Local Authority; e.g. academy trusts have a legal duty to provide governance information to the DfE; e.g. maintained schools and academy trusts are required to publish on their websites information about their governors ; e.g. maintained schools and academy trusts are required to apply for enhanced criminal records certificates. Any criminal offences data should be treated as special category

personal data. It is likely the legal basis for your use of special category personal data will be 'It is necessary for reasons of substantial public interest'.

## **Collecting governance information**

We collect personal information using governor application forms. Governance role 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. To comply with UK-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 governance information**

*Potley Hill Primary School* will keep your personal information stored securely.

Your personal information will be retained in accordance with the school's retention schedule: (available from the school office)

## **Who we share governance information with**

- **DfE.** We may share your information with the following organisations: **DfE.** We have a legal duty to provide the DfE with information about our governors.
- **Hampshire County Council.** We have a legal duty to provide HCC with information about our governors which enables the local authority to comply with its duties e.g. to provide training.
- **National Governance Association.** We share information on our governor's names and positions with the NGA. We do this so that governors can receive the NGA's weekly e-newsletter and access NGA's website and guidance centre.

## **Why we share governance information**

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.

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

## **Requesting access to your personal data**

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact [adminoffice@potleyhill.hants.sch.uk](mailto:adminoffice@potleyhill.hants.sch.uk)

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this 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 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'.
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to 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 further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the [How Government uses your data](#) section of this notice.

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

[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 at :  
adminoffice@potleyhill.hants.sch.uk

### **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 05<sup>th</sup> November 2025.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: DPO at [adminoffice@potleyhill.hants.sch.uk](mailto:adminoffice@potleyhill.hants.sch.uk)

### **How government uses your data**

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (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 Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account 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 for Education (DfE) unless the law allows it.

## How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the Department for Education (DfE):

- 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 Department for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<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 DfE: <https://www.gov.uk/contact-dfe>