



Privacy Notice for School Governors

1. Introduction

We collect and use the personal information of school governors so that we can operate effectively as a school, meet our legal obligations and support our governing board.

This privacy notice explains how we collect, store and use (i.e. process) your personal information, before, during and after your relationship with us as a governor. It also lets you know what rights you have in relation to our processing of your personal information.

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

School Lead:	Gareth Owens, Headteacher headteacher@longcrendon.bucks.sch.uk 01844 208225
Data Protection Officer:	Nicola Cook, SchoolsDPO Ltd nicola@schoolsdpo.com 01296 658502

2. The categories of governance information we process includes:

- **Personal identifiers and contacts**, e.g. name, date of birth, contact details and address, photographs
- **Characteristics**, e.g. gender, any declared criminal convictions, skills and experience
- **Governance details**, e.g. start date, terms of office, role, pecuniary or business interests held by you or your family members
- **Information** derived from monitoring IT acceptable use standards
- **Recruitment information**, e.g. application, identity and right to work checks, copy of passport or similar photographic identification, references.

3. Why we collect and use governance information

We collect and use your personal information for the following purposes:

- a. Manage and develop our governor recruitment (appointment and election) process
- b. Support you in your governance role and meet your training and development needs
- c. Fulfil our function as a school and deliver services to our community
- d. Comply with our general safeguarding obligations
- e. Meet our legal obligations in relation to school governance.

4. Collecting governance information

We collect your personal information through the governor application and recruitment process, either directly from individuals or sometimes from an external organisation such as Governors for Schools, our Local Authority, our Diocese.

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain governance information, or if you have a choice on this.

5. Storing governance information

Physical and electronic records are held for each governor. Information is held securely on our management information systems and on our school premises.

We hold your personal information in line with our retention schedule.

6. Automated decision making and profiling

We do not use your personal data to make any fully automated decisions (decisions made entirely by software or automated systems without human review) or to create automated profiles about you. Every decision affecting your appointment, vetting, term of office, skills audit, or committee assignments is always carefully made by our board, its committees, or the relevant appointing body.

7. Use of Artificial Intelligence (AI)

Our school uses artificial intelligence (AI) tools (either directly or through the software and third-party systems we use) to help staff process personal data belonging to our

governors (for example, to summarize board meeting minutes, manage governor skills matrices, or coordinate administrative workflows).

For an up-to-date list of the AI tools approved for use by our school, please refer to our AI policy.

8. Who we share governance information with

We routinely share governance information with:

- Our Local Authority to support it in meeting its statutory duties
- The Department for Education, e.g statutory data collections (see Appendix One for information on how the DfE uses your information)
- Our Disclosure and Barring Service (DBS) checks provider

We may have to share your personal information with:

- Third parties, e.g.our IT provider or HR provider (if you are involved in a staff disciplinary procedure, for example)
- The Police or other law enforcement agencies
- Our external auditors
- Our legal advisers/other external consultants.

We do not share information about our governors with anyone without consent, unless the law and our policies allow us to do so.

When we share your personal information with third parties, we will always ensure that we share the minimum amount of information necessary for the purpose of the sharing. We will also require them to keep your personal information secure and to treat it in accordance with data protection law.

9. The lawful basis on which we use governance information

Our school, as a data controller, needs to comply with the UK's General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. We are required to ensure we have a lawful basis under the GDPR for any processing we carry out on personal data.

Under Article 6 of the GDPR the lawful bases we rely on for processing school workforce information are:

- We need to comply with a **legal obligation**, e.g. DfE data returns

- We need to meet our **public task** of running our school and keeping everyone safe
- We have a **legitimate interest**
- We have obtained **consent** to use personal information in a certain way
- We need to protect someone's life (**vital interests**) in an emergency.

Our lawful bases under the GDPR for the purposes listed above in section 3 are as follows:

- a. Manage and develop our governor recruitment (appointment and election) process - **public task**
- b. Support you in your governance role and meet your training and development needs - **public task**
- c. Fulfil our function as a school and deliver services to our community - **public task**
- d. Comply with our general safeguarding obligations - legal obligation, **public task**
- e. Meet our legal obligations in relation to school governance - **legal obligation**.

Some personal information requires extra protection because it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data.

Under Article 9 of the GDPR, if we are processing governors' special category data, we will also rely on one of the following lawful conditions:

- To meet our **obligations as a data controller, or those of data subjects**, in connection with employment, social security and social protection
- For reasons of **substantial public interest**, keeping our workforce safe and ensuring **equality of opportunity/treatment**
- To establish, exercise or defend **legal claims**
- To protect someone's life (**vital interests**) in an emergency
- We have **explicit consent**.

In addition, under the UK's Data Protection Act 2018, we rely on the processing conditions at Schedule 1, part 1, paragraphs 8 and 18.

These relate to the processing of special category data for safeguarding purposes and equality of opportunity/treatment.

10. The lawful basis of consent

Whenever we rely on consent, it must be freely given, informed and clear. Consent can be withdrawn at any time by contacting the school lead (details on the first page).

11. Criminal convictions and offences

We process information about any criminal convictions and offences under Article 10 of the GDPR because we are required by law to carry out enhanced DBS checks as part of our recruitment processes.

The GDPR Article 6 lawful bases we rely to process this data are:

- performance of our **public task**
- performance of a **contract**.

In addition, under the UK's Data Protection Act 2018, we rely on the processing conditions at Schedule 1:

- Part 2, para 6(2)(a)
- Part 1, para 1.

These relate to the processing of criminal offence data for statutory and employment purposes respectively. See Part 3 of [*Keeping Children Safe in Education*](#) for more information.

12. Your Data Protection Rights

Under the GDPR you have the right to request access to the information about you that we process (a **subject access request**). To make a request for your information please contact the school lead (details on the first page).

You also have the right to:

- Have your personal data corrected if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restrict the processing of your personal data (i.e. permitting its storage but no further processing)
- 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 upon you.

For more information on how we handle subject access requests, please see our Data Protection Policy.

13. How you can help us

As we have limited staff resources outside of term time, we encourage you to submit subject access requests during term time and not too close to the end of term. This will support us in responding as quickly as possible to your request, which we always want to do.

14. Any concerns

We take any concerns about our collection or use of personal information very seriously, so please contact us (details on first page) to raise any concerns in the first instance.

Alternatively, you also have the right to raise your concerns with the Information Commissioner's Office and you can find more information about how to do this [here](#).

Privacy notice (how we use personal information on Get Information about Schools (GIAS))

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)

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 governance information, for the following purposes:

- a) to meet the statutory duties placed upon us
- b) As detailed in the privacy notice

Under the [UK General Data Protection Regulation \(GDPR\) 2018](#), 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 local authority maintained school governing bodies, under [section 538 of the Education Act 1996](#), and academy trusts, under the [academy trust handbook](#), have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data

Collecting governance information

We collect personal information via GovernorHub.

Governance roles data is essential for the school, academy or academy trust'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 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

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 visit <https://www.longcrendon.bucks.sch.uk/>

Who we share governance information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)

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.

Local authority

We are required to share information about our governance roles with our local authority (LA).

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under [section 538 of the Education Act 1996](#)

All data is entered manually 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 the headteacher via the contact details on the first page.

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

Where we are processing your personal data with your consent, 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 the headteacher via the details on the first page.

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 in June 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact the headteacher via the contact details on the first page.

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>