



Privacy Notice For School Governors

(How we use personal information on get information about
schools - GIAS)

Date: November 2022

Review November 2025

This document details what personal data the school processes, what the legal basis is for this and why the school processes this data.

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics: name, date of birth, address and postcode, telephone numbers and email address.
- governance details: Governor role, start and end dates and governor ID
- History and interests to support the governing role.

Why we collect and use governance 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 governance information, for the following purposes:

- a) to meet the statutory duties placed upon us

Under the 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 Academies Financial Handbook have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

Article 9 – Special Category Data

- Data subject has given explicit consent
- Processing is necessary for the purposes of carrying out the obligation and exercising specific rights of the controller or of the data subject in the field of employment
- Processing is necessary to protect the vital interests of data subject
- Processing relates to personal data which are manifestly made public by the data subject

Collecting governance information

We collect personal information via:

- Election process forms
- Declaration form (also used for governor contact information)

- Personal ID for DBS processing

Governance roles 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 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.woodlands-sch.org.uk/home/keyinfo/policies/>

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.

We routinely share this information with:

Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under:

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

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 Vanessa Bradley, School Business Manager.

The School Data Protection Officer is Mr Rob Montgomery, Audit & Governance Team Leader, Telford & Wrekin Council.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to 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 on you

If you have a concern or complaint 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 (ICO) at [Information Commissioner's Office](#).

For further information on how to request access to personal information held centrally by DfE, please see the '[How Government uses your data](#)' section of this notice.

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 June 2023.

Contact

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

Vanessa Bradley, School Business Manager, Tel. 01952 386070.

The School Data Protection Officer is Mr Rob Montgomery, Audit & Governance Team Leader, Telford & Wrekin Council. Tel: 01952 383103

How Government uses your data

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

- will increase the transparency of governance arrangements

- will enable local authority maintained schools and 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
- allows 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 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.

How to find out what personal information DfE hold about you

Under the terms of the [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 Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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