



GRANGE INFANT SCHOOL **PRIVACY NOTICE SCHOOL GOVERNORS**

The categories of governance information that we process include:

- personal identifiers, contacts, characteristics (such as name, date of birth, contact details/ postcode)
- governance details (such as role, start and end dates and governor ID)

Grange Infant 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 such as name, address, telephone numbers, email addresses & emergency contact
- Date of birth
- Governor details such as start and end dates, type of governor, appointed by, term and committees responsibilities (e.g. vice chair) and governor ID
- Business and other interests such as business and pecuniary interests, relationships with members of school staff, governor roles at any other schools
- Attendance records such as at governing board meetings
- Bank details for payment of reasonable expenses such as travel costs, child care costs
- Copy of motor car insurance to confirm 'business use' cover is included if claiming motor mileage for courses or training traveling expenses
- Information about your use of the school's information and communications system
- Photographs
- Skills and experience
- Criminal records certificate (Disclosure & Barring Service (DBS) check)

We may also collect, store and use the following 'special categories' of more sensitive personal information:

- Information about your race or ethnicity or religious beliefs
- Information about your criminal records, fines and other similar judicial records

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 governor information, for the following purposes:

- To meet the statutory duties placed upon us e.g., duty to provide information to other organisations
- The administration of the governing board e.g., governor elections, appointing governors, skills audit, arranging and 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 e.g., provide governance information to the Department for Education (DfE) and Local Authority (LA).
- Schools are required to publish on the school website information about our governors
- We are required to apply for enhanced criminal records certificates
- It is necessary for the performance of a public task carried out in the public interest e.g., pay governor allowances
- where we have your consent
- where we need to protect your interests (or someone else's interests)

The school's GB have a duty under [section 538 of the Education Act 1996](#), to provide the governance information as detailed above.

Collecting governance information

We collect personal information through the application and recruitment process, either directly from individuals or the LA. We may also collect additional personal information in the course of governor activities throughout the term of your appointment.

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. 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

The school will keep your personal information stored securely. Your personal information will be retained in accordance with Hampshire County Council (HCC) retention schedule

Who we share governance information with

We may share your information with the following organisations:

- Hampshire County Council (HCC) - We have a legal duty to provide HCC with information about our governors which enables them to comply with its duties e.g., to provide training
- DfE - We have a legal duty to provide the DfE with information about our governors.
- National Governance Association (NGA) - 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
- Disclosure and Barring Service
- Education and Skills Funding Agency
- Our regulator e.g. Ofsted
- Professional advisers and consultants
- The police or other law enforcement agencies
- Our IT provider

All Personal 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.

We require third parties to respect the security of your personal information and treat it in accordance with our policies and with the law. Some of the organisations referred to above are joint data controllers, this means we are all responsible to you for how we process your personal information. We do not allow third-party organisations to use your personal information for their own purposes, we only permit them to use it for specified purposes and in accordance with our instructions.

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 (LA)

Under the Data Protection Act 2018, the UK GDPR and the Human Rights Act 1998, we are required to share information about our governance roles with our LA for legal compliance, efficient service delivery and to hold individuals accountable to the public.

Department for Education (DfE)

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

All data is entered manually on the Get Information About Schools (GIAS) service and held by the 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 our DPO, the School Business Manager, adminoffice@grange-inf.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 ICO if you feel we have not used your Personal data 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 ICO at [raise a concern with ICO, https://ico.org.uk/make-a-complaint/](https://ico.org.uk/make-a-complaint/)

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.

Changes to your personal data

It is important the personal data we hold about you is accurate and current. Please keep us informed if your Personal data changes during your appointment as a governor.

Complaints

We take any complaints about our collection and use of Personal data very seriously. You can make a complaint to the Information Commissioner's Office (ICO). 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 ICO:

- Report a concern online at <https://ico.org.uk/concerns/>
- Or write to: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

How government uses your Personal data

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

- increase the transparency of governance arrangements
- enable local authority-maintained schools and the DfE 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/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 DfE and education establishment users with a 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 DfE unless the law allows it.

How to find out what personal information the DfE hold about you

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the 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 DfE, you should make a SAR. Further information on how to do this can be found within the 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>

Contact:

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

- The Headteacher or the school's DPO, the School Business Manager.

Changes to this privacy notice

This notice is based on the Hampshire Services School Legal Support Team model privacy notice, V20112024. We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

Review: This policy will be reviewed annually.

Agreed: This policy was agreed and ratified at the Governing Board meeting held 19th November 2025

Next review: December 2026

Signed
Headteacher



Signed
Chair of Governors

