

Privacy notice for trustees and governors

Schools and trusts are the data controllers for trustee and governor information – and have a duty to inform existing and potential trustees and governors of how they process the data that is in their control. This should be done through providing trustees and governors with a privacy notice, for new trustees and governors this can be given as part of the induction process. Schools can use this template privacy notice to ensure they meet the requirements of the GDPR by communicating how they process personal data relating to trustees and governors.

Trusts and schools should amend this template to reflect their local needs and circumstances.

More guidance about what should be contained within privacy notices can be read in our [Privacy Notices – An Explanation](#) article.

This document is intended for information purposes only. The intention is to provide examples of elements, structures and information commonly found in privacy notices. This information should not be used as an alternative to professional legal advice. Hub4Leaders will not be liable in respect of any special, indirect or consequential loss or damage as a result of the use of this document.

Privacy notice – how the school uses trustees' and governors' information

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, phone number, address, including postcode
- Characteristics information – Title, DOB, Nationality, Country of residence, business occupation and any directorships,
- Governance information – e.g. role, start date, end date, governor ID

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To enable the trust and school to meet its obligations and legal duties in relation to publishing governance information on GIAS
- To provide transparency of governance arrangements
- To enable trusts, schools and the DfE to identify, with ease, individuals who are involved in governance and who govern at more than one school or within more than one trust
- To enable the DfE, when required, to conduct checks on the suitability of governors
- To keep pupils safe

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of keeping pupils safe, in accordance with the legal basis of public task.
- [Academy trusts] Academy trusts, under the Academies Financial Handbook, have a legal duty to provide the governance information as detailed above.

How do we collect your information?

We collect your personal information via the following methods:

- Trustee and governor information record
- DBS form
- Record of business interests form

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. 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.

How do we store your information?

Electronic data is stored on both Companies House and DfE secured websites and hard paper copies are held in a locked cabinet within the school.

Your personal information is retained for no longer than is necessary for the purpose for which the personal data are processed, .i.e. your term of office.

Who do we share your information with and why?

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

Where it is legally required or necessary, we may share your information with the following:

- The LA – to meet legal obligations to share certain information, e.g. safeguarding concerns
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- The DfE – to meet legal obligations to share certain information, e.g. safeguarding concerns

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies. All trustee and governor data required by the DfE is entered manually on the GIAS system and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the trust or school holds about you.
- Object to the processing of your information that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact the School Business Manager on admin@shawprimary.thurrock.sch.uk

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO IGS Essex County Council in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the School Business Manager on admin@shawprimary.thurrock.sch.uk

Declaration

I _____, declare that I understand:

- The categories of my personal information the school collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school may share my information with the stated organisations.
- The school will not share information about me with anyone without my consent, unless the law and our policies allow the school to do so.
- My information is retained during my term of office.
- My rights to the processing of my personal information.

Name: _____

Signature: _____

Date: _____