



**Shipton Bellinger Primary School**  
**Privacy Notice Governors**  
**Autumn 2024**

**What Is The Purpose Of This Document?**

Shipton Bellinger Primary School is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you before, during and after your relationship with us as a governor, in accordance with the General Data Protection Regulation (GDPR).

It applies to all governors.

The categories of governor information that we process include:

- Contact Details
- Date of birth, marital status and gender
- Next of kin and emergency contact number
- Recruitment information
- Personal information such as pen portraits
- DBS and Safeguarding information
- Photographs
- governance details (such as role, start and end dates and governor ID)
- Business Interest

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions

**Why we collect and use governor 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:

- Enable you to take up the position of governor
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Enable ethnicity and disability monitoring
- Improve the management of governor data across the sector

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way

- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

All 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.

### **Collecting governor information**

We collect personal information about governors through the application and recruitment process, either directly from individuals (ie: referees) or sometimes from an external organisation such as the Local Authority.

We will also collect additional personal information in the course of governor activities throughout the term of your appointment.

Governor 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 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 governor 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.shiptonbellinger.hants.sch.uk/key-information/policies>

### **Who we share governor information with**

We may have to share your data with third parties, including third-party service providers and other organisations.

In particular, we may share your data with organisations including, but not limited to, the following:

- the Local Authority
- the Department for Education
- the Education & Skills Funding Agency
- the Disclosure and Barring Service
- our external HR provider, for example, if you are involved in considering a disciplinary matter
- the Police or other law enforcement agencies
- our legal advisors / other external consultants
- insurance providers
- other governors

We require third parties to respect the security of your data and to treat it in accordance 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 data.

### **Why we share governor information**

We do not share information about our governors 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 governors with our local authority (LA).

## **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department for Education (DfE). All data is entered manually 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 Mrs R Emm, Administrator Officer/Data Protection Officer.

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 at <https://ico.org.uk/concerns/>

## **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 Mrs R Emm, Administration Officer

## **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

## **Contact**

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

Mrs R Emm  
Administration Officer  
Shipton Bellinger Primary School  
3 Parkhouse Road  
Shipton Bellinger  
Tidworth  
SP9 7TW  
Tel - 01980 843369  
Email - [adminoffice@shiptonbellinger.hants.sch.uk](mailto:adminoffice@shiptonbellinger.hants.sch.uk)

## **How Government uses your data**

The governor data that we lawfully share with the DfE via GIAS:  
will increase the transparency of governance arrangements  
will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context allows the department 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/nationaldatabase-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.