

Bishopstone CE Primary School

Privacy Notice (How we use governor and governance professional information)

The categories of information that we collect, process, hold and share include:

- personal information (such as name, address, email address and telephone number, date of birth)
- qualifications, skills, previous and current employment
- governance details (start date, end date, role)

Why we collect and use this information

We use your data to:

- to meet the statutory duties placed upon us
- enable the development of a comprehensive picture of governance and how it is deployed
- To enable appropriate checks to be completed
- enable individuals to be kept informed of governance training and relevant information
- To inform relevant authorities/organisations of a governor/governance professional appointment

The lawful basis on which we process this information

We process this information under Legal Obligation as it is a statutory requirement under to inform the DfE through the national database Get Information About Schools, (GIAS) about new governor appointments, it is a statutory requirement for all governors to have an enhanced DBS check and it is a statutory requirement that the school website includes governor and governance professional information.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

Collecting this information

The information will be collected via a new to governance starter form or a Foundation Governor application form by the governance professional.

Governance data is essential for the school's operational use. Whilst the majority of personal information you provide 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 this information

We hold governor and data on GovernorHub for the length of time that the individual serves, plus 12 months and 1 day on the school website. The school website must include certain information on governors that have served in the last 12 months (name, category, term of office, appointed by, conflict of interest). Personal data of the governance professional as a member of staff will be kept for 6 years.

Who we share this information with

We routinely share this information with:

- the Department for Education (DfE) through Get Information about Schools (GIAS)
- National Governance Association
- GovernorHub
- School Office
- Other governors on the same Governing Board
- Disclosure and Barring Service
- The Local Authority where applicable
- The Diocese of Bristol where applicable

Why we share governor and governance professional's information

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

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis, through Get Information About Schools (GIAS). All data is entered manually on GIAS and held by the Department for Education under a combination of software and hardware controls.

National Governance Association (NGA)

In order to access the NGA website and receive weekly email updates it is necessary for the NGA to have email names and email addresses. Home addresses for those trustees/governors receiving the hard copy of the NGA magazine will also be supplied. In order for the governance professional to pass on email details to the NGA a member, trustee or governor will be required to give informed and positive consent. An individual can unsubscribe at any time.

GovernorHub

Sharing of governance information (minutes, agendas, supporting papers for meetings) is managed through GovernorHub ensuring that it is not necessary for individuals to hold these papers on personal electronic devices.

School Office

In case of emergency or an Ofsted inspection it is necessary for the school office to hold details of any individuals involved in the governance of the school. They will also receive details of DBS clearance and enter your details on the Single Central Record.

Other governors/governance professionals on the same Governing Board

For ease of communication and if appropriate contact details may be shared with other governors on the same board.

Disclosure and Barring Service

All individuals on any governing board are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

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 the school.

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- have your personal data rectified 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 our 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; or
- not 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/>
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.

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 maintained schools and academy trusts and the Department of 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 (DfE) 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 publicly 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 of Education (DfE), unless the law allows it.

How to find out what personal information DfE hold about you

Under the terms of UK GDPR, 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'. 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>

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 September 2026.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with the Governance Professional clerk1@bishopstone.swindon.sch.uk in the first instance. Alternatively, you can contact the Data Protection Officer at DPO@schoolpro.uk or the Information Commissioner's Office at <https://ico.org.uk/concerns/>