

Privacy Notice: How We Use Personal Information for School Governance Roles

This privacy notice explains how Bradfield Primary School collects, uses, stores and shares personal information relating to individuals involved in governance roles, including governors, trustees, members and clerks. We are committed to ensuring that personal data is handled securely, fairly and lawfully, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Categories of Governance Information We Process

We may collect, store and use the following categories of information:

- Personal identifiers, contacts and characteristics (name, date of birth, contact details, address)
- Governance details (role, start and end dates, Governor ID)

This information is required to fulfil statutory duties and support effective governance.

2. Why We Collect and Use Governance Information

We collect and use governance information to:

- Meet statutory duties placed upon the school or trust
- Maintain an accurate and comprehensive picture of governance arrangements
- Complete appropriate safeguarding and suitability checks
- Inform relevant authorities and organisations of appointments
- Provide access to governance training and support
- Communicate with individuals in governance roles
- Comply with legal requirements regarding data sharing
- Support the school's responsibilities for safeguarding children

These purposes reflect both our legal obligations and our public-task responsibilities.

3. Lawful Basis for Processing Governance Information

We process governance data under the following lawful bases:

Article 6 UK GDPR

- **6(1)(c) Legal obligation** – processing required by education and safeguarding legislation
- **6(1)(e) Public task** – processing necessary for the school to perform its official functions

Article 9 UK GDPR (Special Category Data)

Where we process sensitive information (e.g., suitability checks), we rely on:

- **9(2)(g)** – substantial public interest, including safeguarding and suitability requirements

Statutory Duties

Our legal obligations arise from legislation and statutory guidance including:

- **Section 538 of the Education Act 1996** – duty to provide governance information
- **The Constitution of Governing Bodies of Maintained Schools (Statutory Guidance, 2017)** – requirement to publish certain governance information on the school website

These laws require us to collect, publish and share specific governance information.

4. Collecting Governance Information

We collect personal information via governor contact forms and onboarding documentation. Some information is mandatory because it is required by law or necessary for safeguarding. Where information is optional, we will make this clear at the point of collection.

5. How We Store Governance Information

We store governance data securely and retain it in line with our data retention schedule. More information is available at: <https://www.bradfieldprimary.co.uk/gdpr/>

6. Who We Share Governance Information With

We routinely share governance information with:

- Our Local Authority (where applicable)
- The Department for Education (DfE)
- Other governors/trustees/members on the same governing board (with consent)
- Disclosure and Barring Service (DBS)
- The clerk to the board
- Governor Services

We do not share personal data unless the law allows us to or we have consent.

7. Why We Share Governance Information

Local Authority

We are required to share governance information with the LA to fulfil statutory duties.

Governor Services

Where the school subscribes to Governor Services, we share information to enable training bookings and access to support.

Department for Education (DfE)

We are required to share governance information with the DfE under **section 538 of the Education Act 1996**. Information is entered manually into the **Get Information About Schools (GIAS)** system and held securely under government security controls.

Clerk to the Board

The clerk and school office hold governance details for communication, emergency purposes and Ofsted inspections. The Single Central Record confirms that appropriate safeguarding checks have been completed.

Other Governors on the Board

With your consent, contact details may be shared with other governors to support communication.

Disclosure and Barring Service (DBS)

All maintained school governors must have an enhanced DBS certificate. Section 128 checks may also be required under *Keeping Children Safe in Education (KCSIE)*.

8. How Government Uses Your Data

Governance data shared with the DfE via GIAS is used to:

- Increase transparency of governance arrangements
- Identify individuals involved in governance across multiple settings
- Confirm suitability for governance roles

Some personal data is encrypted and accessible only to authorised DfE and education-establishment users. It is not shared beyond the DfE unless legally permitted.

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More information: <https://www.gov.uk/government/news/national-database-of-governors>

9. Requesting Access to Your Personal Data

You have the right to request access to information we hold about you. To make a request, contact our Data Protection Officer:

Cassandra Buckingham Email: cassandra.buckingham@sbmservices.co.uk

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You also have the right to:

- Request correction of inaccurate or incomplete data
- Request deletion where there is no lawful reason for continued processing
- Restrict processing (allowing storage but not further use)
- Object to certain types of processing
- Not be subject to automated decision-making with significant effects

If you have concerns about how we use your data, please raise them with us first. You may also contact the Information Commissioner's Office (ICO).

10. Withdrawal of Consent

Where we rely on consent (e.g., sharing contact details with other governors), you may withdraw your consent at any time by contacting the Data Protection Officer. Withdrawal does not affect processing carried out under legal obligations. ☞cite☞turn0search_uploaded_documents0☞

11. Last Updated

This notice was last updated **Spring 2026**. We may update it periodically, and we encourage you to review it from time to time.

12. Contact

If you would like to discuss anything in this privacy notice, please contact the school office in the first instance.