St. John's C.E. Primary School

Poplar Street
Heaton Mersey
Stockport SK4 3DG

www.st-johns.stockport.sch.uk

Privacy Notice for Governors

Author	**SMBC Information Governance Team**
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Is this a Statutory Document?	**Yes**

How we use governor information

We St John's C.E. Primary School are a data controller for the purpose of the UK General Data Protection Regulation (GDPR). This privacy notice explains how we collect, store and use personal data about individuals working within the school as a governor. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations.

The categories of information that we process include:

- Personal information (such as name, address, date of birth, email address, telephone numbers, national insurance number)
- Characteristics information (such as gender, age, ethnic group)
- Disability and access requirements
- Governance details (such as role, start and end dates and governor id)
- Images and video footage (CCTV)

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 governance information, for the following purposes:

- to meet the statutory duties placed upon us
- to effectively manage the school and deliver services to the community
- to manage and develop governor recruitment (appointment and election) processes
- to deliver appropriate training
- to monitor the security of the school's site to ensure the safety and wellbeing of staff, pupils and visitors

Under the UK General Data Protection Regulation (GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are:

- **legal obligation -** we are required to process governor data so that we meet any legal requirements imposed upon us, e.g. DfE data returns (**Article 6(1)(c))**
- **public interest** - we need to meet our public task of running our school and keeping everyone safe **(Article 6(e)**)
- **consent -** consent may be relied upon to process some forms of governor data which are not used within the normal business of the school such as use of photographs in the public domain (**Article 6(1)(a))**

- **vital interest -** it is in your or another's vital interests for your personal information to be shared to protect someone's life in an emergency. **(Article 6 (d))**

Some personal information requires extra protection because it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data. We do not process any special categories of personal data except where necessary for:

- **Reasons of substantial public interest** in complying with legal obligations (including under the Equality Act 2010). **(Article 9(2)(g))**.
- **Explicit consent** given by the data subject **(Article 9(2)(a)).**
- Purposes of **preventive or occupational medicine (Article 9(2)(h)).**

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal. Please contact admin@st-johns.stockport.sch.uk should you wish to withdraw your consent for any of the above activities.

Collecting governor information

We collect your personal information through the governor application and recruitment process, either directly from individuals or sometimes from an external organisation such as our Local Authority.

Governor data is essential for the school's operational use. Whilst most of the personal information you provide to us is mandatory, some of it is requested on a voluntary basis. 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 governor information

Any information about a governing body member is kept secure and is only used for purposes directly relevant to your term as a governor at the school. Once your term(s) of office with us has ended, we will retain this file and delete the information in it in accordance with our retention policy.

For more information on our data retention schedule and how we keep your data safe, please contact the school office.

Who we share governor information with

We routinely share information with appropriate third parties, including:

- Our Local Authority
- The Department for Education (DFE) (see the heading Data collection requirements for more information)

We may also have to share your personal information with:

- The Police or other law enforcement agencies
- Ofsted and other external auditors
- Our legal advisers/other external consultants.

Where we share data, we do so in accordance with applicable data protection laws and will always ensure that we share the minimum amount of information necessary for the purpose of the sharing. We also require them to keep your personal information secure and to treat it in accordance with data protection law.

Why we share governance 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 governance roles with our local authority (LA) under The School Governance (Constitution) (England) Regulations 2012 which require governing bodies of maintained schools to notify the local authority of appointments, resignations, and changes to governor details.

Department for Education

We are required to share information about individuals in governance roles with the Department for Education (DfE) under s.538 of the Education Act 1996.

All 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 the 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 the school office or alternatively you can view our Data Subject Rights Policy at https://www.st-johns.stockport.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 Information Commissioner if you feel we have not used your information 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 Information Commissioner's Office at raise a concern with ICO.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the How the Government uses your data section of this notice.

Complaints

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.

Following any complaint response, if you remain unsatisfied with the way we have handled

your personal information, you have the right to make a complaint to the Information Commissioner.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Email: https://ico.org.uk/concerns/

Contact

If you would like to discuss anything in this privacy notice, please contact the School's Data Protection Officer:

IGschoolsupport@stockport.gov.uk

How the government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements/enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow 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

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (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 Department for Education (DfE) unless the law allows it.

How to find out what personal information the Department for Education (DfE) hold about

you

Under the terms of the Data Protection Act 2018, 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 (SAR). See the guide for details: https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

Further information on what personal information the Department for Education (DfE) holds about you is published in the privacy notice below:

https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers

To contact DfE: https://www.gov.uk/contact-dfe

Change History

Version	Author	Issue Date	Review date	Changes made?
V1	SMBC IG Team	15.06.2018	01.09.2019	No Changes
V2	SMBC IG Team	01.09.2019	01.09.2020	No Changes
V3	SMBC IG Team	23.09.2020	01.09.2021	Annual Review
V4	SMBC IG Team	10.11.2021	01.09.2022	No Changes
V5	SMBC IG Team	01.11.2022	01.09.2024	Collect; Categories; Store; Share
V6	SMBC IG Team	04/10/2024	01/09/2026	Lawful Basis, Complaints, minor formatting/wording
V7	SMBC IG Team	01/09/2026	01/09/2028	Reissued in line with new DfE guidance 2025 Complaints section changed in line with data Use and Access Act 2025