



Rawmarsh Ryecroft Infant School

Privacy Notice for Governors

Last Updated: March 2026

Review Date: March 2027

Privacy Notice for Governors

How the school uses 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 - e.g. gender.
- Governance information - e.g. role, start date, end date.

This list is not exhaustive - to access the current list of information the school processes, please ask in school office.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To enable the school to meet its obligations and legal duties in relation to publishing governance information on *GIAS*.
- To provide transparency around governance arrangements.
- To enable the school 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 part three of Keeping Children Safe in Education 2018.
- Governing bodies, under section 538 of the Education Act 1996, 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:

- Governor application form
- 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.

How do we store your information?

Your personal information is retained in line with the trust or school's Records Management Policy, which can be found on the school website.

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
- 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 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 school holds about you.
- Restrict the processing of your personal information e.g. consenting to it being stored but restricting it being processed any further.
- Object to and prevent processing for the purpose of direct marketing and processing for the purpose of scientific or historical research and statistics.
- Have inaccurate or incomplete personal data rectified, blocked, erased or destroyed.
- To request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- 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 Tim Pinto on tpinto@esafetyoffice.co.uk.

How to withdraw consent and lodge complaints

Where the school processes data on the basis of consent, you have the right to withdraw your consent at any time. To withdraw your consent, you can contact Tim Pinto on tpinto@esafetyoffice.co.uk. You are not required to provide a reason for withdrawing consent.

If you are concerned or unhappy about the way we are collecting or using your information, please raise your concern or lodge a complaint with the school's DPO 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 Tim Pinto on tpinto@esafetyoffice.co.uk.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, contact the DfE directly via their [website](#), or download our Data Protection Policy and Records Management Policy.

You are entitled to contact the DfE under the provisions of the Data Protection Act 2018 to ask the following questions:

- If they are processing your personal data.
- For a description of the data they hold about you.
- The reasons that they're holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

Governors are also entitled to make a SAR directly to the DfE, further information on how to do this can be found [here](#).

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information on a regular basis. The school will update governors of any updates to this privacy notice.

This version was last updated in March 25

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 in line with the school's Records Management Policy.
- My rights to the processing of my personal information.

Name of governor:

Signature of governor:

Date:
