



## **Governors Privacy Notice**

**Common Road Infant & Nursery School**

**April 2026**

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates and governor id)
- DBS disclosure record to include DBS number
- register of any pecuniary interests or conflicts of interests
- a record of attendance at Governing Board meetings and training records
- Training & Development records

### **Why we collect and use governance information**

The personal data collected is essential, in order for the school, academy or academy trust to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

- a) to meet the statutory duties placed upon us

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

Article 6 (1) (c). processing is necessary for compliance with a legal obligation to which the controller is subject.” and 6 (1) (e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

All local authority maintained school governing bodies, under section 538 of the Education Act 1996 have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data we rely on Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, and 9 (2) (c) To protect the vital interests of the individual.

### **Collecting governance information**

We collect personal information via Governor contact forms and identification.

Governance roles data is essential for the school, academy or academy trust'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 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**

We hold governor data securely for the set amount of time shown in our data retention schedule. We have adopted the Information and Records Management Society (IRMS) recommendations as our data retention schedule. [IRMS Data Management Schedule](#)

## **Who we share governance information with**

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Get Information About Schools (GIAS) – Public Register
- Clerks to the Governing Body
- Disclosure and Barring Service (DBS)
- Ofsted

We are required to share information about our governors with our local authority (LA) on a statutory basis to

- Ensure openness and transparency in our governance structures
- Avoiding conflict of interest for the purposes of financial accountability
- To conduct work in accordance with the Nolan principles of public life.
- To enable governors to access training opportunities and to enable governing board development

## **Department for Education (DfE)**

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under:

Examples for governance information:

We are required to share information about our governance roles with the Department for Education (DfE) under section 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 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 [headteacher@commonroad.wakefield.sch.uk](mailto:headteacher@commonroad.wakefield.sch.uk) / Tim Pinto at The E-Safety Office Ltd ([tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk)).

You also have the following rights:

- 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, 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 we may refuse your information rights request, which depends on why we are processing it. 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 haven't the right to object, but you have the right to withdraw consent.

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.

## **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 the headteacher.

If you have any concerns about how the school processes your personal data, you have the right to raise a complaint directly with us in the first instance. We encourage all data subjects to follow the school's internal complaints procedure, details of which are set out in the Data Protection Policy available on our website or upon request. The School will investigate all data protection concerns in accordance with its obligations under the UK General Data Protection Regulation and the Data Protection Act 2018 and will respond within a reasonable timeframe. If, after exhausting the school's complaints process, you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

## **Contact**

If you would like to discuss anything in this privacy notice, please contact:  
headteacher@commonroad.wakefield.sch.uk

## **How 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). 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>

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