

## **Governor Privacy Notice**

### **Frieth Church of England Combined School**



#### **1. Introduction**

Frieth Church of England Combined School (“the school”) processes personal data relating to individuals in governance roles. This includes governors, associate members and trustees. Processing this information enables the school to meet its statutory responsibilities and maintain effective governance arrangements.

#### **2. Categories of Personal Data We Process**

We process the following categories of personal data:

##### **Personal identifiers and contact details**

- Name
- Date of birth
- Address and postcode
- Email address
- Telephone number

##### **Governance information**

- Role held
- Category of governor
- Start and end dates
- Governor ID
- Attendance and appointment records

#### **3. Why We Collect and Use Governance Information**

We collect and use governance information in order to:

- Meet statutory and legal obligations
- Support effective governance and accountability

- Maintain accurate and up-to-date governance records

#### **4. Lawful Basis for Processing**

Under the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**, the lawful bases we rely on are:

- **Article 6(1)(c)** – Legal obligation
- **Article 6(1)(e)** – Public task

This processing is required under **section 538 of the Education Act 1996**.

#### **5. Special Category Data**

Where special category data is processed (for example, equality and diversity information), the School relies on:

- **Article 9(2)(g)** – Substantial public interest
- **Schedule 1, Part 2 of the Data Protection Act 2018**

Appropriate safeguards are in place to protect this information.

#### **6. How We Collect Governance Information**

We collect governance information through:

- Governor application, declaration and appointment forms
- Governance and clerking systems
- Secure correspondence with governors
- Direct entry onto the **Get Information About Schools (GIAS)** system

<https://www.get-information-schools.service.gov.uk/>

#### **7. Data Storage and Retention**

Governance information is stored securely and retained in accordance with the School's **Data Retention Policy**.

Further information is available on our GDPR policies page:

[https://www.friethschool.co.uk/web/gdpr\\_policies/349514](https://www.friethschool.co.uk/web/gdpr_policies/349514)

## **8. Who We Share Governance Information With**

We routinely share governance information with:

- **Buckinghamshire Council (Local Authority)**
- **Department for Education (DfE)**

## **9. Why We Share Governance Information**

### **Local Authority**

We are required to share governance information with Buckinghamshire Council under **section 538 of the Education Act 1996**.

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

We share governance information with the DfE via GIAS in line with statutory requirements. DfE privacy information is available at:

<https://www.get-information-schools.service.gov.uk/privacy>

## **10. Your Data Protection Rights**

Under UK GDPR, you have the right to:

- Be informed
- Access your personal data
- Request rectification
- Request erasure (where applicable)
- Request restriction of processing
- Object to processing (where applicable)
- Lodge a complaint with the Information Commissioner's Office (ICO)

More information:

<https://ico.org.uk/your-data-matters/>

## **11. Complaints**

If you have concerns about how your personal data is being collected or used, please contact the School in the first instance:

- **Mr Martin Gosling – Headteacher**
- **The Chair of Governors**

You may also raise a concern with the Information Commissioner's Office:

<https://ico.org.uk/make-a-complaint/>

## **12. Data Protection Officer (DPO)**

The School's Data Protection Officer is:

**Mr Martin Long**

Turn IT On

Telephone: 07939 915575

Email: martin.long@turniton.co.uk

## **13. Document Control**

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