Newport Infant School and Nursery

Privacy Notice (How we use governor information)

Date of Last Review	June 2026
Policy Lead	Governing Body
Date of Policy Adoption by Governing Body	June 2026
Frequency of Review	Annually
Review Due	June 2027

Privacy notice (how we use governor information)

The Data Protection Act (2018) sets out in UK law the legal framework with which education settings, local authorities and the department for education must comply when they process personal data. It is based on the UK General Data Protection Regulation (UK GDPR).

Please find out more by accessing our Data Protection Policy.

Newport Infant School and Nursery will ensure that all personal data, whether paper or electronic, collected about staff, children, governors, and other individuals is collected, stored and processed in accordance with the law.

Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about them. We comply with this right by providing privacy notices to individuals when we are processing their data.

Newport Infant School and Nursery is the *data controlle*r for the use of personal data in this privacy notice. The *data protection officer* for Newport Infant School and Nursery is a local authority officer: **Mr Rob Montgomery.**

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- characteristics such as ethnicity, language, religion and identity*
- equalities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief*
- governance details (such as role, start and end dates and governor ID)
- information about medical or health conditions, that we need to know about, including whether you have a disability for which the school needs to make reasonable adjustments*
- checks made regarding online presence including social media searches
- use of school devices and networks as part of our safeguarding procedures
- information about any criminal convictions, offences, cautions and prohibitions. This information may have come from other organisations including former employers, Teacher Regulation Agency, social services and the Disclosure & Barring Service.*

Items marked with an asterisk * are particularly sensitive, and so are known as special category or criminal offence data. This includes data that the Department for Education advises we treat as special category.

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
b) facilitate safer recruitment (e.g. by carrying out criminal records checks)
c) to help us to deliver our responsibilities to our school community
d) to communicate with our Governing body
e) to inform the school community of the identity of the individuals who comprise the Governing body
f) photographic images for identification purposes (safeguarding and identifying Governors to our parents and pupils), and celebration purposes (to record school events)

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(a) – Your consent (for any processing which does not fall into the other bases explained below
- Article 6(c) - Compliance and with our legal obligations
- Article 6(d) - Being necessary for us to protect your, or someone else's, Vital Interests (potentially lifesaving)
- Article 6(e) – Carrying out tasks in the Public Interest.

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.

Keeping Children Safe in Education 2025 (statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002 etc).

The ways we collect and use sensitive governor information are lawful based on Articles 9 and 10 of UK GDPR. Please see our Data Protection Policy for full details of these lawful bases for processing this data. Where we are processing your personal data with your consent, you have the right to withdraw that consent.

Marketing Purposes

Where you have given us consent to do so, we may send you marketing information by text message or email promoting school events, campaigns and or charities. You can withdraw this consent at any time by contacting us.

Automated Decision Making & Profiling

We do not currently process any personal data through automated decision making or profiling. Should this change in the future, privacy notices will be updated to explain both the processing and your right to object to it.

Collecting governance information

We collect personal information in a variety of ways. For example, data is collected through application forms, obtained from your passport or other identity documents such as your driving licence, from forms completed by you at the start of or during your term as a Governor, from correspondence with you, or through interviews, meetings or other assessments, images provided by you or taken using school photographic equipment, local authorities, the NHS, law enforcement agencies e.g. police, the Disclosure and Barring Service and the Department for Education.

Governors' data is essential for the school'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 governance information

We store Governor information securely on the school's IT network [cloud based). Secure storage is provided for paper-based records. We only keep the information for the length of time we need it for, as shown in our data retention schedule.

We dispose of personal information securely when we no longer need it.

Who we share governance information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE) inc.Teaching Regulation Agency
- our Governing Body
- the Disclosure and Barring Service
- our school community

Why we share governance information

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so.

Local authority

Where we are required to share information about our school governance with our local authority (LA) we do so securely under one or more of the relevant legal basis stated above.

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:

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 the school office, Headteacher or the Data Protection Officer. A2074@telford.gov.uk or 01952 386610.

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 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 Emma Heeley, Headteacher by email at a2074@telford.gov.uk or telephone 01952 386610.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in June 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact Emma Heeley, Headteacher by email at a2074@telford.gov.uk or by telephone 01952 386610 or the School's Data Protection Officer, Rob Montgomery by email at IG@telford.gov.uk or by telephone 01952 383103.

How government uses your data

The governance data that we lawfully share with the DfE via Get Information About Schools (GIAS):

- will increase the transparency of governance arrangements
- will enable maintained schools 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
- allows 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.

Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff 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, unless law allows it.

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