

Farmor's School

Privacy Notice: Governors, Members and Trustees (2026–2028)

This notice explains how we collect and use personal data relating to members of the governing board.

1. The Data We Collect

We process:

- Name, contact details, address
- Date of birth
- Governance roles and responsibilities
- Business and pecuniary interests
- Attendance records
- Training records
- DBS and safeguarding checks
- Images (CCTV, website photos where applicable)

2. Why We Collect and Use Use This Data

We use governor data to:

- Support governance and statutory duties
- Publish required information on the school website
- Meet safeguarding obligations
- Administer meetings and communications
- Provide training and support

3. Our Lawful Bases

Under the UK General Data Protection Regulation (UK GDPR) the legal bases we rely on for processing personal information for general purposes under Article 6(1) are:

- **Public task**, paragraph (e)
- **Legal obligation**, paragraph (c)
- **Consent** (for optional photos or publications), paragraph (a)

Special category data (as defined in Article 9 of UK GDPR) is processed under:

- Substantial public interest under Article 9 (2) (g)
- Safeguarding under Article 9 (2) (b)
- Employment/social protection law under Article 9 (2) (b)

4. How We Store Data

Data is stored securely and retained in line with the school's **Records Management and Retention Schedule** based on the **IRMS Toolkit 2024**.

For more information on our Records Management and Retention Schedule and how we keep your data safe please contact: DPO@farmors.gloucs.sch.uk

5. Who We Share Data With

We may share data with:

- The Local Authority
- DfE (Get Information About Schools)
- Training providers
- IT service providers

Website publication is limited to statutory requirements.

6. 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,

We are required to share information about individuals in governance roles with the Department for Education (DfE) under the requirements set out in the academy trust handbook.

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.

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). 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>

7. Your Rights

You have the right to:

- be informed, that is the right to be informed about our collection and use of your personal data
- Access your data, that is the right to ask for copies of your personal information which we hold (Subject Access Request)
- Request rectification, that is, the right to ask us to change any information you think is not accurate or complete
- Request erasure of your personal information (in certain circumstances)
- Restrict processing, that is, the right to ask us to stop using your personal information
- Object to the processing of your information in certain circumstances
- Withdraw consent, where consent is relevant
- Rights in relation to automated decision making and profiling
- Complain to the Information Commissioner [[Make a complaint | ICO](#)] if you feel we have not used your information in the right way

There are legitimate reasons why we may refuse your request, which depends on the reason for 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 object does not apply when the lawful basis for processing is contract, legal obligation or vital interests;
- right to object does not apply if the lawful basis is consent but you have the right to withdraw consent.

Requests should be made to the **Data Protection Officer (DPO)**.

8. Contact

Data Protection Officer (DPO) Farmor's School [DPO@farmors.gloucs.sch.uk] .Use this email contact for all enquiries relating to personal data, including making a Subject Access Request (as detailed in Data Protection Policy)

9. 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 April 2026.