



Privacy Notice for Governors

Calcot Infants and Junior Schools

1. Document Control

Adopted / Adopted and Adapted / Schools own: **Adopted**

Review period: **Triennial**

Responsible committee: **FHSP**

Statutory: **Yes**

Required on website: **Yes**

Ratified by committee: **July 2026**

Review due: **July 2029**

Chair of Governors' signature: **Mrs Julia Kidd**

2. Change History

Version	Date	Amendment or No Change
1	2026 July	Created

3. Website History

Version	Date on website
1	

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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data. This privacy notice also applies to individuals appointed to committees of the Governing Body and other governance roles where they process personal data on behalf of the school.

This privacy notice explains how we collect, store and use personal data about members of the Governing Body, associate members and committee members.

We, Calcot Infants and Junior Schools, Curtis Road, Calcot, Reading RG31 4XG, are the data controller for the purposes of UK data protection law.

2. The Personal Data We Hold

Personal data that we may collect, use, store and share (where appropriate) about governors includes, but is not restricted to:

- Name, title and contact details
- Date of birth
- Governor category and appointment details
- Election or appointment documentation and nomination information
- Terms of office and committee memberships
- Attendance records for governing board and committee meetings
- Governor training and development records
- Employment and professional background information
- Skills audits and governor competency information
- Declarations of business, financial and pecuniary interests
- Register of gifts and hospitality where applicable
- Information regarding relationships with school staff, governors or suppliers where declarations are required
- DBS and safeguarding information where applicable
- Photographs used for governance purposes
- Correspondence and governance records
- Information relating to complaints, investigations, code of conduct matters or other governance issues where relevant.
- Information relating to your use of school information and communication systems, including internet activity, application usage and security monitoring where governors use school devices, systems or accounts

- CCTV images captured on school premises

We may also collect, use and store special category data where necessary, including:

- Information relating to health conditions, disabilities and reasonable adjustment requirements.
- Information relating to criminal convictions or offences where safeguarding legislation requires this

3. Why We Use This Data

We use governor data to:

- Establish and maintain effective governance arrangements
- Enable governors to fulfil their statutory duties and responsibilities
- Meet legal and regulatory requirements relating to school governance
- Facilitate communication with governors
- Arrange governor elections, appointments and resignations
- Maintain registers of interests and governance records
- Record attendance at governing board and committee meetings
- Provide training and development opportunities
- Manage governor recruitment, appointment, induction and succession planning
- Support safeguarding arrangements
- Manage complaints, disputes and investigations where necessary
- Publish information about governors where required by law
- Meet statutory publication requirements relating to governance
- Submit governance information to the Department for Education and other authorised bodies
- Support effective governance, accountability and school improvement
- Ensure our information and communication systems, equipment and facilities are used appropriately, legally and safely

3.1 Use of Personal Data in Automated Decision Making and Profiling

We do not currently process governors' personal data through automated decision making or profiling. If this changes in the future, we will amend this privacy notice and explain your rights.

3.1.1 Use of Personal Data for Filtering and Monitoring Purposes

Where governors use school devices, systems or accounts, we may monitor internet activity, application usage, security alerts and device activity where necessary to:

- safeguard children
- comply with legal obligations
- maintain cyber security
- protect school information
- prevent unauthorised access.

3.2 Publication of Governor Information

Certain information relating to governors must be published or made publicly available to comply with education legislation. This may include names, categories of governor, terms of office, committee membership, attendance at meetings, declarations of business interests and governance information published through the Department for Education's Get Information About Schools (GIAS) service and, where required, on the school's website.

4. Our Lawful Basis for Using This Data

We process personal data under one or more of the following lawful bases:

Public Task

Article 6(1)(e) UK GDPR – 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 school.

Legal Obligation

Article 6(1)(c) UK GDPR – processing is necessary to comply with legal obligations placed upon schools and governing boards.

Legitimate Interests

Article 6(1)(f) UK GDPR – processing is necessary for the legitimate interests of the school provided those interests are not overridden by your rights and freedoms.

Consent

Article 6(1)(a) UK GDPR – where we seek consent for specific activities such as the publication of photographs.

Where consent is used as the lawful basis, you may withdraw consent at any time.

Special Category Data

Where special category data is processed, we will rely on one or more conditions under Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018, including:

- Employment, social security and social protection obligations
- Reasons of substantial public interest
- Safeguarding of children and individuals at risk
- Explicit consent where appropriate

Where special category personal data is processed, we will identify both a lawful basis under Article 6 UK GDPR and an appropriate condition under Article 9 UK GDPR together with any applicable Schedule 1 condition under the Data Protection Act 2018.

Criminal Convictions Data

Where criminal offence data is processed, including DBS information, we will do so in accordance with safeguarding legislation, safer recruitment requirements and Schedule 1 of the Data Protection Act 2018.

5. Collecting This Data

Most information we hold about governors is provided directly by governors themselves.

We may also obtain information from:

- The Department for Education
- West Berkshire Council
- Governor support services
- National Governance Association (where applicable)
- GovernorHub or equivalent governance platform
- Schools or employers where references are required.
- Disclosure and Barring Service
- Professional referees
- Governance training providers
- Regulatory bodies

Whenever we collect information, we will make clear whether providing the information is mandatory or voluntary.

6. How We Store This Data

Governor information is stored securely in electronic and paper-based systems.

We implement appropriate technical and organisational security measures to protect personal information against accidental loss, unauthorised access, alteration, disclosure or destruction.

Different categories of governance records are retained for different periods in accordance with the school's Records Retention Schedule and the Information and Records Management Society (IRMS) Toolkit for Schools.

When information is no longer required, it will be securely deleted or destroyed.

Further information about retention periods is available from the school upon request.

7. Who We Share Data With

We do not share personal information about governors unless the law permits or requires us to do so.

Where necessary and lawful, we may share information with:

- The Department for Education
- West Berkshire Council
- Ofsted
- Governance support services
- GovernorHub or equivalent governance platforms
- Professional advisers and consultants
- Auditors
- IT service providers
- Police and law enforcement agencies
- Regulatory and safeguarding bodies

We only share personal information where it is lawful, necessary and proportionate to do so, and only with organisations that have a legitimate need to receive it.

Certain information relating to governors, including name, category of governor, term of office, attendance records and declared interests may be published on the school's website where required by legislation or good governance practice.

7.1 Governance Information Published by the Department for Education

Certain governor information must be provided to the Department for Education and published through the Get Information About Schools (GIAS) service and, where required by legislation, on the school's website.

7.2 International Transfers

Where personal information is transferred outside the United Kingdom, we will ensure appropriate safeguards are in place in accordance with UK GDPR, including adequacy regulations or approved international transfer mechanisms.

8. Your Rights

8.1 How to Access Personal Information We Hold About You

You have the right to make a Subject Access Request to obtain information we hold about you. Requests may be subject to exemptions under UK data protection legislation where applicable.

If we hold information about you, we will:

- Provide a description of the information
- Explain why we hold it and how it is processed
- Tell you who it has been shared with
- Explain how long we keep it
- Provide a copy of the information where appropriate

8.2 Your Other Rights

Under UK data protection law, you have the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Request deletion of personal data in certain circumstances
- Restrict processing in certain circumstances
- Object to processing in certain circumstances
- Withdraw consent where consent has been relied upon
- Be informed of certain personal data breaches
- Make a complaint to the Information Commissioner's Office

Some rights are subject to exemptions and may not apply in all circumstances.

9. Complaints

We take concerns about our use of personal information seriously.

If you have concerns about how your personal information is being used, please raise them with us in the first instance.

You can also make a complaint to the Information Commissioner's Office:

Report a concern online at: <https://ico.org.uk/make-a-complaint/>

Telephone: 0303 123 1113
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

10. Contact Us

Our Data Protection Officer is: Gerard Strong

Email: gerard@schooldpo.com

However, our Data Protection Lead has day-to-day responsibility for data protection matters within the school.

Emma Kirkby
Calcot Infants and Junior Schools
Curtis Road
Calcot
Reading
RG31 4XG
Tel: 0118 942 8727

Further information about how the school protects personal information can be found in the school's Data Protection Policy, available from the school office or website.

This privacy notice will be reviewed periodically to ensure it remains accurate and reflects changes in legislation, statutory guidance and school practice.