



Wood Ley Community Primary School

Privacy Notice – Governors

Purpose

This privacy notice explains how Wood Ley Community Primary School collects, uses, stores and shares personal information about individuals who undertake governance roles at the school. It is intended to meet our responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The personal information we collect and hold

The information we process will depend on the individual's role and circumstances, but may include:

- personal identifiers and contact details, including name, address, telephone number and email address
- date of birth and other identifying information where required
- governance role, category of governor, term of office, appointment or election details and relevant committee or link responsibilities
- business and pecuniary interests, including relevant relationships and interests that must be declared
- skills, experience, qualifications and training information relevant to the governance role
- attendance at governing body and committee meetings
- information required for statutory governance records and published information
- safeguarding and suitability information, including relevant identity, DBS or other checks where required
- information relating to correspondence, complaints, investigations or governance matters where relevant
- photographs or biographical information where appropriate for school communications or publication.

Special category and criminal offence information

In limited circumstances, governance records may include special category information, for example health or disability information where this is relevant to supporting an individual in their role. The school may also process criminal offence information where appropriate safeguarding or suitability checks are required.

Where we process special category or criminal offence information, we identify an appropriate condition under the UK GDPR and the Data Protection Act 2018 and apply appropriate safeguards.



Why we use governor information

We use personal information about governors to:

- establish, maintain and administer the governing body and its committees
- record appointments, elections, terms of office, roles, responsibilities and meeting attendance
- support effective governance, training, development and succession planning
- maintain the school's register of business and pecuniary interests and manage potential conflicts of interest
- meet safeguarding and suitability requirements
- meet statutory reporting, publication and accountability requirements
- provide information required by the Department for Education (DfE), Suffolk County Council and other relevant public bodies
- communicate with governors and support the effective operation of the governing body
- comply with legal and regulatory obligations.

Our lawful basis for processing

We process personal information only where we have a lawful basis. Depending on the purpose, the main Article 6 UK GDPR lawful bases we rely on are:

- Article 6(1)(c) – processing is necessary to comply with a legal obligation
- Article 6(1)(e) – processing is necessary to perform a task carried out in the public interest or in the exercise of official authority
- Article 6(1)(f) – legitimate interests, where this is applicable and appropriate to the particular processing
- Article 6(1)(a) – consent, where we choose to rely on consent for a particular purpose.

Where special category information is processed, we also identify an appropriate Article 9 condition and, where required, a condition under the Data Protection Act 2018.

Where consent is the lawful basis, it may be withdrawn at any time without affecting processing that was lawful before consent was withdrawn.

How we collect governor information

Most information is provided directly by the governor. We may also receive information from the governing body, Suffolk County Council, the Department for Education, the Disclosure and Barring Service, other schools or organisations, and relevant public bodies or professional advisers where appropriate.

Some information is generated by the school or governing body through the normal administration of governance, including meeting attendance, training records, declarations of interests and records relating to governance responsibilities.



Providing information

Some personal information is required so that the school and governing body can meet statutory governance, safeguarding, accountability and publication requirements. If required information is not provided, it may not be possible for an individual to take up or continue in a governance role, or for the school to meet its legal obligations.

Who we share information with

We do not share governor information routinely without a lawful reason. Where necessary and lawful, information may be shared with:

- the Department for Education (DfE) and its agencies or services
- Suffolk County Council
- the Disclosure and Barring Service and other safeguarding bodies where required
- Ofsted and other regulatory or inspection bodies where appropriate
- professional advisers, clerking or governance support services where appropriate
- other organisations that process information on the school's behalf under appropriate data protection arrangements.

Some governance information must also be published or made publicly available where required by education law or statutory guidance. We share or publish only the information necessary for the relevant purpose.

Sharing governor information with the Department for Education (DfE)

As a local-authority-maintained community school, Wood Ley Community Primary School must keep information about its chair and governors up to date on the Department for Education's Get Information About Schools (GIAS) service. This is required under section 538 of the Education Act 1996.

The following GIAS information about governors is available to the public:

- full name
- appointing body, for example the governing body, parents, staff or local authority
- date of appointment (when the term of office begins)
- date the term of office ends
- status or role, for example Chair of Governors

GIAS also collects information to help identify individuals which is not published. This includes:

- home postcode
- date of birth
- previous names



- the Chair of Governors' direct email address

The DfE uses this information to maintain the national database of governors, identify individuals who hold governance roles, and help identify where people govern in more than one school or academy trust. Access to non-public information is restricted to users who need it for their official responsibilities.

Governors are required to provide the information needed for the school to meet these statutory governance requirements. The school will make governors aware when information is shared with the DfE and why it is being collected and used.

Further information about GIAS and governance information is available from the Department for Education's Get Information About Schools service.

Publishing governance information

Certain information about the governing body must also be published on the school website in accordance with maintained-school governance requirements. This includes appropriate details about the governing body and committees and, for governors who have served during the relevant period, information such as their name, appointment and term-of-office details, relevant business and pecuniary interests and attendance information. The school will not publish private contact details, dates of birth or home addresses.

Storing and retaining information

We take appropriate technical and organisational measures to keep governor information secure and to protect it against unauthorised or unlawful access, loss, destruction or damage.

Different governance records are kept for different periods depending on their purpose and any legal, safeguarding, operational or regulatory requirements. Records are retained and securely disposed of in accordance with the school's Records Retention Schedule.

International transfers

Where personal information is transferred outside the UK, we will ensure that an appropriate lawful transfer mechanism and safeguards are in place in accordance with data protection legislation.

Data Controller

Wood Ley Community Primary School is the Data Controller for personal information processed by the school.



Data Protection Officer

The school's Data Protection Officer service is provided by Schools' Choice.

Email: data.protection@schoolschoice.org

Schools' Choice, Beacon House, Whitehouse Road, Ipswich, Suffolk, IP1 5PB

Day-to-day enquiries may also be directed to the Headteacher or Mrs G Tierney, Senior Administration and Finance Officer (GDPR Lead).

Your data protection rights

Depending on the circumstances and the lawful basis for processing, you may have the following rights:

- the right to be informed about how your personal information is used
- the right of access to your personal information
- the right to have inaccurate personal information corrected
- the right to erasure in certain circumstances
- the right to restrict processing in certain circumstances
- the right to data portability in certain circumstances
- the right to object to processing in certain circumstances
- rights relating to automated decision-making and profiling.

Not all rights apply in every situation. To exercise a data protection right or ask a question about the use of your personal information, please contact the school or the Data Protection Officer using the details above.

Complaints

If you have concerns about the way we collect or use your personal information, please raise them with the school or our Data Protection Officer in the first instance. You also have the right to complain to the Information Commissioner's Office (ICO), the UK's independent data protection regulator.

Information about making a complaint is available from the [Information Commissioner's Office](#)

Changes to this privacy notice

This privacy notice will be reviewed at least annually and whenever there is a significant change to the way the school processes governor information. The most up-to-date version will be made available through the school.

Version 1.1

Approved September 2026

Review Date September 2027