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Headteacher – Mrs Liz Kennedy

Crestwood Park Primary School

Privacy notice for Governors 2025-26

(how we use personal information on Get Information about Schools (GIAS))

Policy Owner: Crestwood Park Primary School

Date of Last Review: June 2025

Reviewed by: Governors

Frequency of Review: Annually

Crestwood Park Primary School collects and processes personal data relating to its Governors to manage the relationship and ensure vital checks are made prior to engaging with the children at the setting. Crestwood Park Primary School is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations. This privacy notice will inform you about why Crestwood Park Primary School collects and processes a range of information about you.

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address details)
- Information about your marital status, next of kin and emergency contacts
- governance details (such as role, start and end dates and governor ID)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- qualifications (such as skills, experience and employment history, where relevant)
- Information about your criminal record.
- information about medical or health conditions (such as whether or not you have a disability for which the organisation needs to make reasonable adjustments)
- Application documents including references.

Why we collect and use governance information

The personal data collected is essential, in order for the school 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) meet the legal requirement of trusted adults within schools

Under the UK General Data Protection Regulation (UK GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are:

6.1(b) Processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

6.1(c) Processing is necessary for compliance with a legal obligation to which the controller is subject

For example: The Health and Safety at Work Act, Equality Act 2010, The Disability Discrimination Act.

6.1(e) 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 controller.

For example: The Education Act requires the collection of workforce data for the purpose of Departmental Census. Working together to Safeguard Children Guidelines (DfE).

9.1(b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) and academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations, (such as those in relation to employees with disabilities). Although Governors are volunteers and do not have an employment contract such laws are followed to support the individual should we need to.

Collecting governance information

Crestwood Primary School collects this information in a variety of ways. For example, data might be collected through Governor/volunteer application form; 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 engagement; correspondence with you; or through meetings or other interaction with you.

In some cases, Crestwood Park Primary School may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records check permitted by law.

Governance roles 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 hold data securely for the set amount of time shown in our data retention schedule.

For more information on our data retention schedule and how we keep your data safe, please contact the School Office, using the following email: info@crestwood-p.dudley.sch.uk

Who we share governance information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)

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.

Where it is legally required or necessary (and it complies with data protection law), we may share your personal information about you with:

- our local authority – to meet our legal obligations for safeguarding requirements.
- The Department for Education
- Your family or representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we contracted them for, such as payroll
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Professional bodies
- Charities and voluntary organisations
- Police forces, courts and tribunals

Local authority

We are required to share information about our governance roles with our local authority (LA) under section 538 of the Education Act 1996. We are required to share information with the LA to comply with our legal obligations, such as safeguarding procedures or making a decision about your position as a governor/volunteer.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under [section 538 of the Education Act 1996](#)

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Liz Kennedy (Head Teacher) on 01384 818315 or contact:

YourIG Data Protection Officer Service
Dudley MBC, 3-5 St James's Road, Dudley, DY1 1HZ

Email: YourIGDPOService@dudley.gov.uk Tel: 01384 815607

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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 (ICO) at <https://ico.org.uk/concerns/>.

For further information on how to request access to personal information held centrally by the DfE, please see the 'How Government uses your data' section of this notice.

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 October 2022 replacing 'GDPR' with 'UK GDPR' to reflect the change in Data Protection legislation.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Liz Kennedy – Head Teacher

Email : ekennedy@crestwood-p.dudley.sch.uk

Telephone: 01384 818315

How government uses your data

The governance data that we lawfully share with the DfE via GIAS will:

- increase the transparency of governance arrangements
- enable maintained schools, academies, academy trusts and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the department 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 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 DfE and education establishment users with a DfE Sign-in 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, unless the law allows it.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the department:

- 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, you should make a subject access request (SAR). Further information on how to do this can be found within the department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>.