



**BRETHERTON ENDOWED CE
PRIMARY SCHOOL**

South Road
Bretherton
Lancashire
PR26 9AH

Tel/Fax (01772) 600431

Email: head@bretherton.lancs.sch.uk

Walking in the footsteps of Jesus with our Christian family, we learn, grow, achieve and flourish together in God's love.

Privacy Notice – Governance Roles

This Privacy Notice is for those involved in school Governance at our school and explains how Bretherton Endowed CE Primary School will use your personal information.

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

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates and governor id)
- Governor address kept within school and email addresses

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) For sharing key school documentation and school business

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

- **the lawful basis (bases) for collecting and using personal information for general purposes Article 6, and Article 9 where data processed is special category data from the UK-GDPR.**
- for the purpose a) named above in accordance with the legal basis of legal obligation

All local authority maintained school governing bodies, under section 538 of the Education Act 1996 and academy trusts, under the Academies Financial Handbook academy trust handbook have a legal duty to provide the governance information as detailed above.

Collecting governance information

We collect personal information via Governor application form and enrolling Governor Hub

Governance roles data is essential for the school, academy or academy trust'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 workforce data in line with the guidance set out in the Retention Schedule contained within the IRMS Toolkit for Schools. A copy of this Retention Schedule is available on request.

Who we share governance information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- Cooper Barton , Clerks to Governors
- Governor Hub document platform

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 our governance roles with our local authority (LA)

Department for Education (DfE)

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

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 The Headteacher.

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 Information Commissioner's Office. 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 The HeadTeacher

Further information

If you would like to discuss anything in this privacy notice, please contact:
Alison Moxham, Data Protection Officer on behalf of the Governing Body
Paula Carlyon, Data Controller.
Telephone: 01772 600431
Email: Bursar@Bretherton.Lancs.sch.uk

Approved by: The Governing Body

Date: 13th May 2025

Next review due by: May 2026



Headteacher : Mrs Alison Moxham

Chair of Governors : Mrs P Aspden

www.brethertonschool.org.uk