

## Privacy notice – Governors and Trustees

We process personal data relating to those we recruit as Governors and Trustees. This is for governance purposes to assist in the running of the school and/or to, when applicable, enable individuals to claim expenses.

### **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)
- qualifications (and, where relevant, subjects taught)
- special categories of data including characteristics information such as gender, age, ethnic group

Information the school collects has been identified in the 'Information Audit' document, which can be accessed on the school's website. If there is any reason that the school is holding information, which has been omitted from the document, then the school will update the document immediately they are aware it.

### **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:

- to meet the statutory duties placed upon us
- to administer school property
- to maintain accounts and records
- to support governance training
- to assess the quality of services
- to comply with the law regarding data sharing
- enable the development of a comprehensive picture of governance and how it is deployed
- inform the development of recruitment and retention policies
- improving strategic management across the sector
- enabling development of a comprehensive picture of governance and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enable individuals to be paid for expenses
- enabling ethnicity and disability monitoring

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

The condition for processing under the UK GDPR will be:

#### Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
  - (c) Processing is necessary for compliance with a **legal obligation** to which the controller is subject;
  - (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;

#### Article 9(2)

(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;

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
  - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Further information regarding data collection can be found in the Education Act 1996 within guide documents on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools> [1] [2] [SEP]

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 forms of requests.

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 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 visit

[www.inmat.org.uk](http://www.inmat.org.uk)

All confidential information is kept secure either on encrypted, password protected devices or paper copies kept on the academy site. Once the deadline for retaining information has passed, data kept electronically is deleted and paper copies are destroyed in conjunction with the retention schedule.

## Who we share governance information with

We routinely share this information with:

- The local authority
- The Department for Education (DfE) and central government
- Education, training, careers and examining bodies
- School staff and boards
- Family, associates and representatives of the person whose personal data we are processing
- Financial organisations
- NHS and healthcare professionals
- Social and welfare organisations
- Law enforcement organisation and courts
- Current, past or prospective employers
- Voluntary and charitable organisations
- Business associates and other professional advisers
- Suppliers and service providers
- Security organisations
- Press and the media
- School trips organisations
- [Multi-Academy Trusts (MATs)]

## 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.

### Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the 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](#)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

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](#).

For more information, please see the '[How Government uses your data](#)' section.

### **Requesting access to your personal data**

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the head teacher.

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'.
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. 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 portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern 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 at [raise a concern with ICO](#)

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 Penny Rawlins, Head of Governance and Compliance.

### **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 on 19<sup>th</sup> March 2026

### **Contact**

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

Penny Rawlins, Head of Governance and Compliance – [penny.rawlins@inmat.org.uk](mailto:penny.rawlins@inmat.org.uk)

Ruth Hawker, Data Protection Officer

Plumsun Ltd [www.plumsun.com](http://www.plumsun.com)

### **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>