



Birchwood High School

Privacy Notice – Governors

1. Who We Are

Birchwood High School is the **data controller** for the personal data we process about members of the Governing Body. This means we decide how and why your personal information is used.

Contact details

Data Protection Officer (DPO): Charles Gilbank

Email: dpo@birchwoodhigh.org.uk

Telephone: 01279 655936

Address: Parsonage Lane, Bishop's Stortford, CM23 5BD

2. What Personal Data We Collect

To enable governors to carry out their official functions, we may collect and process the following personal data:

Identity and Contact Information

- Name
- Address
- Email address and telephone number
- Date of birth
- Photograph (where provided)

Governance and Role Information

- Governor role, category and responsibilities
- Appointment date, term of office and committee membership
- Attendance at governing body and committee meetings
- Declarations of interests



- Business or workplace details relevant to transparency and safeguarding
- Skills audit information and training records

Safeguarding and Compliance Information

- Enhanced DBS certificate details (certificate number and issue date only)
- Section 128 direction checks, where applicable
- Proof of identity documentation
- Eligibility information confirming suitability to serve as a governor

IT and Security Information

- School email account details and usage logs (where applicable)
- Use of online governance systems or portals

We only collect personal data that is necessary for the purposes set out in this notice.

3. Why We Use This Data

We process governor personal data to:

- Meet legal and regulatory obligations under education, charity and company law
- Comply with safeguarding requirements, including *Keeping Children Safe in Education*
- Maintain accurate governance records and arrangements
- Publish required governance information on the school website
- Manage meetings, committees and official communications
- Ensure suitability and ongoing compliance for governance roles
- Meet reporting requirements of the Department for Education, Local Authority and Ofsted
- Support effective governance and strategic leadership of the school

4. Lawful Bases for Processing (UK GDPR Article 6)

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



- **Legal obligation (Article 6(1)(c))** – to comply with statutory duties, including those under the Education Act 1996, charity law and associated governance requirements
- **Public task (Article 6(1)(e))** – where processing supports the statutory governance and oversight of a maintained school

5. Special Category and Criminal Offence Data

Some of the personal data we process about governors is classed as special category or criminal offence data, including DBS and safeguarding information.

We process this data only where lawful and necessary, for example:

- For substantial public interest purposes, including safeguarding and protecting pupils
- To meet legal and regulatory requirements for governance roles

Appropriate safeguards are always applied.

6. Who We Share Your Data With

We may share governor personal data where necessary and lawful with:

- The Local Authority
- The Department for Education (including via the *Get Information About Schools* (GIAS) system)
- Regulatory and oversight bodies
- Other education bodies, where required for governance or statutory purposes

Some information held on GIAS (such as name and governance role) is publicly available, as required by law.

We do not sell personal data and will not share it with third parties outside these purposes unless permitted by law.



7. International Transfers

We do not routinely transfer governor personal data outside the United Kingdom. Where a transfer is necessary, we ensure appropriate safeguards are in place in accordance with the UK GDPR and Data Protection Act 2018.

8. How Long We Keep Your Data

We retain governor personal data:

- For the duration of your appointment
- For **one year** after you cease to serve as a governor

Governing body minutes are retained permanently as part of the school's official record.

9. How We Protect Your Data

We have appropriate technical and organisational measures in place to protect personal data against loss, misuse, unauthorised access or disclosure. These include secure systems, restricted access and governance procedures.

If we intend to use personal data for a new or additional purpose, we will inform you in advance.

10. Automated Decision-Making

Birchwood High School does not use automated decision-making, including artificial intelligence, where decisions would have a legal or similarly significant effect on governors.

11. Your Data Protection Rights

In most cases we do not rely on consent to process governor personal data. Where consent is used (for example, for photographs or optional publicity), it may be withdrawn at any time.



Under data protection law, you have the right to:

- Request access to your personal data (subject access request)
- Request correction of inaccurate or incomplete data
- Request erasure or restriction of processing in certain circumstances
- Object to processing, where applicable
- Request data portability, where relevant
- Withdraw consent, where consent is the lawful basis for processing
- Claim compensation for damage caused by a data protection breach

Subject Access Requests

If you make a subject access request, we will respond without undue delay and within **one month**. Where a request is complex, this period may be extended by up to **two additional months**, and you will be informed if this applies.

Requests may be restricted or refused only where a specific exemption under the Data Protection Act 2018 applies. Where this happens, we will explain the reason and your right to complain.

12. Right to Complain

If you have concerns about how we use your personal data, please raise them with us in the first instance by contacting our Data Protection Officer.

You also have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Website: www.ico.org.uk

Telephone: 0303 123 1113



13. Contact Us

If you have any questions about this privacy notice or wish to exercise your rights, please contact:

Data Protection Officer: Charles Gilbank

Email: dpo@birchwoodhigh.org.uk

Telephone: 01279 655936