



Data Protection Privacy Notice for School Governors (How we use school governor information)

1. The categories of school governor information that we collect, process, hold and share 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)
- contents of any curriculum vitae submitted to the school
- medical information (such as disabilities and medical conditions which might require the school to make special provisions)
- Disclosure and Barring Service (DBS) number, issue date (and risk assessment where there has been a disclosure)
- Business interests and conflict of interest, including names of close family relationships
- information pertaining to other regulatory employment checks (e.g. management checks)
- training information plus other information pertaining to the carrying out of your role
- results of any governor audits (e.g. self-assessment, skills audit)

2. Why we collect and use this information

We use school governor data to:

- fulfil the school's official functions and meet legal requirements
- meet the statutory duties placed upon us
- enable the development of a comprehensive picture of the Governing Body and where there are any training or additional resource or skills needs
- monitor, evaluate, train and support you in your role

3. The lawful basis on which we process this information

The School collects and uses this information under the Data Protection Act 2018 and the UK General Data Protection Regulation (2021), where processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract or where we have obtained appropriate consent for specific purposes.

For special category data we process this information where we have obtained explicit consent to the processing of those personal data for specific purposes or where processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the data controlled in the field of employment.

All academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

4. Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school governor information to us or if you have a choice in this. We

collect personal information via forms, email and from documents you provide (for example ID documents and CVs).

5. Storing this information

We hold school governor data securely until termination of role plus 6 years. All information is held within a secure filing cabinet or in password protected electronic files / systems. See our Data Protection Policy and retention schedules (available on the school website).

6. Why we share school workforce information

We do not share information about governors with anyone without consent unless the law and our policies allow us to do so.

7. Who we share this information with

We routinely share this information with:

a. Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the (DfE) under the requirements set out in the Academies Financial Handbook. For more information, please see 'How Government uses your data' section.

b. Suppliers of Email, Internet and IT services

We use email and IT services to enable the school to administer communication both internally and externally and facilitate the smooth running of the school. Where necessary external IT suppliers will access systems to provide support and fix issues. In all instances there will be a data protection agreement in place to safeguard information on the systems they are accessing.

c. Barnet Local Authority (LA)

Information may be shared where the LA have legally legitimate reasons for needing governor information.

8. 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 Data Protection Officer on clerktogovernors@hbschool.org.uk

You also have the right:

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

9. Concerns & Further Information

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 at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE,

please see the 'How Government uses your data' section of this notice. To contact DfE: <https://www.gov.uk/contact-dfe>

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 Data Protection Officer via clerktogovernors@hbschool.org.uk

If you would like to discuss anything in this privacy notice, please contact:
Data Protection Officer via clerktogovernors@hbschool.org.uk or to the address below:
The Henrietta Barnett School, Central Square, Hampstead Garden Suburb, London NW11 7BN

Review & Updates

This document is reviewed annually. It was updated in April 2026.