

**Inclusion** is at the  
**heart** of our trust



# Privacy Notice - Governance



<b>Document control table</b>	
<b>Document Title</b>	Privacy Notice - Governance
<b>Author (name &amp; job title):</b>	C Carlon (Governance and Compliance Manager)
<b>Version number:</b>	1
<b>Date approved:</b>	September 2025
<b>Approved by:</b>	FRAC
<b>Date of next review:</b>	September 2026

<b>Document History</b>			
<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Note of revisions</b>
1	September 2025	C Carlon	New privacy notice



## The Categories of Governance Information That We Process Include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details, email address, telephone number, address and postcode)
- governance details (such as role, start and end dates and governor ID)
- Evidence of safeguarding checks carried out to comply with safer recruitment and Section 128

## 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) to keep all governance members informed in order for them to carry out their duties

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

- for the purpose **a)** named above in accordance with the legal basis of **Legal Obligation**
- for the purpose **b)** named above in accordance with the legal basis of **Legitimate interest**

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

In addition, concerning any special category data, we rely on the following conditions:

- we process under explicit consent [GDPR - Article 9\(2\)\(a\)](#) e.g. equality, diversity and inclusion data to ensure our committees and trust board reflect the communities we serve.
- we process under necessary consent [GDPR – Article 9\(2\)\(b\)](#) e.g. to carry out DBS checks, prohibition of management checks (section128)

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

## Collecting Governance Information

We collect personal information via Governors Virtual Office or a Microsoft Form during the completion of the compliance checks, DBS application form.

Governance 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 visit [www.oaklp.co.uk](http://www.oaklp.co.uk)

## Who We Share Governance Information With

We routinely share this information with:

- the Department for Education (DfE)
- our local authority for Chairs of committees so they can be invited to networking meetings and briefings
- Other schools in the Academy trust to facilitate panel meetings
- Governors Virtual Office to facilitate the use of their online 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.

### ***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 individuals in governance roles with the Department for Education (DfE), under:

We are required to share information about individuals in governance roles with the Department for Education (DfE) under the requirements set out in the [Academies Financial Handbook](#)

We are required to share information about our governors 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 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 '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 data lead within trust or the Data Protection Officer via [dpo@schoolpro.uk](mailto:dpo@schoolpro.uk) or 01452 947633.

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- 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; or

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

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.

To request the withdrawal of your consent, please contact the Governance and Compliance Manager on 0161 553 0030 or email [dpo@oaklp.co.uk](mailto:dpo@oaklp.co.uk). We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies.

Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how we process your personal data, please contact us directly on 0161 553 0030 or email [dpo@oaklp.co.uk](mailto:dpo@oaklp.co.uk). We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay.

If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: Information Commissioner's Office

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: Governance and Compliance Manager on 0161 553 0030 or email [dpo@oaklp.co.uk](mailto:dpo@oaklp.co.uk).



## 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
- will 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
- allows 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 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'. Further information on how to do this can be found within the Department for Education's (DfE) 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 the Department for Education (DfE): <https://www.gov.uk/contact-dfe>