

Privacy Notice

Governance Information

How we use personal information on Get Information about Schools (GIAS)

Holy Trinity CE (C) Primary School is committed to protecting your personal information and being transparent about how we collect and use data. This privacy notice explains how we use personal data relating to individuals in governance roles, including governors and trustees, in line with the Get Information about Schools (GIAS) service.

The categories of governance information we process

The governance information we process includes:

- personal identifiers and contact details such as name, date of birth, email address, telephone number and postcode
- governance details such as role held, start and end dates, governance category and governor ID
- declarations of interest and eligibility information where required
- attendance and training records related to governance duties

Why we collect and use governance information

The personal data we collect is essential for the school to fulfil its statutory duties and meet legal requirements.

We collect and use governance information for the following purposes:

- to meet statutory obligations placed on the school
- to maintain accurate governance records
- to ensure effective governance and accountability
- to enable communication with individuals in governance roles
- to comply with Department for Education and local authority requirements

Lawful basis for processing personal data

Under the UK General Data Protection Regulation and the Data Protection Act 2018, the lawful basis we rely on for processing governance information is:

- legal obligation

This processing is required under section 538 of the Education Act 1996 and associated regulations.

Where special category data is processed, this is done in accordance with Article 9 of UK GDPR, specifically for reasons of substantial public interest and to meet statutory and safeguarding obligations.

Collecting governance information

We collect governance information directly from individuals through:

- governor and trustee application and declaration forms
- induction documentation
- correspondence related to governance duties

Most of the information we collect is mandatory. Where information is optional, we will make this clear at the point of collection.

Storing governance information

We store personal data securely and hold it only for as long as necessary, in accordance with our data retention schedule.

Details of how we store data securely and our retention arrangements can be found in our Data Protection Policy, available on the school website.

Who we share governance information with

We routinely share governance information with:

- the local authority
- the Department for Education

We may also share information with:

- professional advisers where required by law
- regulatory or inspection bodies

Why we share governance information

We do not share personal information with third parties without consent unless the law allows or requires us to do so.

Local authority

We are required to share governance information with the local authority to support statutory oversight and governance functions.

Department for Education

We are required to share governance information with the Department for Education under section 538 of the Education Act 1996.

All governance data is entered manually into the GIAS system and is held securely by the Department for Education using systems that meet government security standards.

Requesting access to your personal data

You have rights under UK GDPR, including:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure where applicable
- the right to restrict processing
- the right to object in certain circumstances
- rights relating to automated decision making and profiling
- the right to lodge a complaint with the Information Commissioner's Office

Some rights may not apply where processing is based on legal obligation or public task.

To exercise your rights or make a subject access request, please contact the school.

Complaints

If you are concerned about how your personal data is being used, please contact the school in the first instance. You may also raise a concern with the Information Commissioner's Office via their website.

How government uses your data

The governance data shared with the Department for Education through GIAS is used to:

- increase transparency of governance arrangements
- enable identification of individuals involved in governance across settings
- support suitability checks where legally required

Some data is not publicly available and is encrypted within the GIAS system. Access is restricted to authorised users only.

Further information

Further information about how the Department for Education processes personal data can be found at:

<https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>

To contact the Department for Education:

<https://www.gov.uk/contact-dfe>

Contact details

If you have any questions about this privacy notice or how we use your personal data, please contact:

Headteacher, Mrs Jade Wakefield
Holy Trinity CE (C) Primary School

Last updated

This privacy notice was last updated on **January 2026**.