

Privacy Notice – Governors

Date: Nov 2025

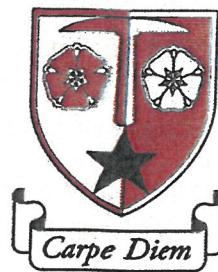
Review Date: Nov 2026

Version: 1

Document owner: Audenshaw School

A: Hazel Street, Audenshaw, Manchester, M34 5NB

T: 0161 336 2133 | E: admin@audenshawschool.org.uk



Introduction

Audenshaw School must collect and process personal information (data) about you when you are appointed as a governor of our school to meet our statutory and operational obligations. This privacy notice outlines what data we collect about you when you join the school, why we need it and how it is used.

The school processes all personal data in accordance with the UK General Data Protection Regulation (UK-GDPR) and Data Protection Act (2018).

Data Controller

The school is the 'Data Controller' for the personal information that we process about you. This means that we are responsible for your data and make decisions on how it is used.

Data Protection Officer

The school has appointed a Data Protection Officer (DPO) who is responsible for overseeing compliance with the relevant data protection legislation. Our DPO provides support to the school and acts as the first point of contact for any questions or queries regarding data protection. Our DPO is Mrs Monks who can be contacted on:

T: 0161 336 2133 | E: monkss@audenshawschool.org.uk

What personal data do we process about you and why we need it?

We process the following general categories of personal data when you are inducted as a governor to ensure we can effectively correspond with you and provide you with the necessary resources to fulfil your role:

- Full name
- Address and Contact details (including emergency contacts)

To meet our safeguarding obligations and confirm your suitability for your role, the school will process the following information about you:

- Proof of ID (photo and address)
- DBS check (only reference and date of check kept)

As an education provider in the UK, the school must process the following further categories of personal data about you to meet the statutory obligations placed upon us by the Department for Education.

- Postcode, D.O.B and any previous names.
- Role
- Governor ID
- Dates and Means of Appointment
- Declaration of Pecuniary and Personal Interests
- Attendance at Meetings (including minutes)

The following general information will also be processed by the school during your role with us (**where applicable**) to meet our further legal and operational duties:

- CCTV: records images for site security if you visit the school.
- Health & Safety: logs of your visits to site.
- Health & Safety: medical information or access requirements declared to us by you.
- Health & Safety: accident / injury records.
- Compliance: records of training you partake in.
- Usage Data: access and usage of school systems and records.
- Incidents: records of any concerns about you or incidents that you are party to.

The school must share your personal data with the DfE to meet our duties under the aforementioned Academies Handbook; your information will also be shared with the public via the school and DfE websites to promote transparency on how the school is run. Appendix A provides further information on how the DfE use your personal data.

Data publicised about you by the school is limited to what is strictly necessary, namely your basic governor profile and any reference to you in meeting minutes.

We also share your data with the following third-party providers of key services to the school:

- ICT to create and manage your school email account and access to the relevant areas of the school system.
- DBS check provider to meet our safeguarding obligations.
- Governor information management system (Trust Governor) to set up an account and provide access to the information and resources needed to perform your duties.
- Auditors to ensure that the school is compliant and meets best practice standards.

The school may share your data with the following parties if you are involved in or the subject of an accident or incident:

- Local Authority
- Police
- Emergency Services
- Governing Bodies (HSE, ICO etc)
- Professional Advisors
- Insurance Provider
- Courts

The school performs strict checks on those third parties with whom we share your data to ensure they are complaint with data protection legislation and meet the same high standards of security as expected by the school.

If we must share data, we take a minimalist approach to ensure only the necessary amount of information is provided. Data will not be transferred unless there is a secure method of exchange.

Do we transfer your data internationally?

The school do not routinely transfer your data outside of the United Kingdom, however some of the third parties with whom we share your personal data may store data on international servers. In such circumstances, we will ensure the relevant safeguards are in place and data protection standards are complied with fully.

How do we store and how long we keep your personal information

To comply with the UK-GDPR, the school only keep personal data for as long as necessary to meet our legal and operational duties.

Our 'Records Management Policy & Retention Schedule' (available at our school office) outlines how long records are kept and how we determine and manage these periods. As a rule of thumb, general information about you is kept for 6 years once your appointed role ceases whilst key meeting minutes and documentation is kept for the life of the school.

Your personal data is stored securely on site. Records kept in electronic format are stored securely on carefully selected databases and systems that are fully encrypted with password protection and two factor authentication utilised where available. Any physical records are kept in locked cabinets within locked offices and archive rooms; key access is strictly limited depending upon role.

School staff and those third parties accessing key pupil records are subject to DBS checks and strict confidentiality agreements.

What are your rights?

Under the UK-GDPR, you have a right to access the personal data that we hold about you by making a subject access request (SAR). If you make a SAR and we do process the data you have requested access to, we will:

- Give you a description of it.
- Explain why we are processing it and how long we will hold it.
- Explain where we collected the data if not from you.
- Outline if the data has been or will be shared with any other parties.
- Inform you if any automated decision making has been applied to the data and provide any consequences of this.
- Provide you with a copy of the data in an intelligible form.

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