Federation of Liphook Infant School and Liphook C of E Junior School

Privacy Notice - Governors

Purpose

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

Scope

This privacy notice explains how we collect, store and use personal data about **Governors**.

We, The Federation of Liphook Infant School and Liphook C of E Junior School **(referred to in the notice as 'we, 'us' or 'our')**, are the 'data controller' for the purposes of data protection law.

We have data protection officers at both Liphook Infant School and at Liphook C of E Junior School, who can be contacted in the event of a data protection enquiry.

The categories of governance information that we process

- Personal information (such as name and address);
- Contact details and preference (contact telephone numbers, email addresses, addresses);
- Details of your qualifications, skills, and experience for skills audit purposes;
- Details of your bank account in the event of any reimbursement of expenses being required;
- Information about your criminal record;
- Details of your appointment, including the appointing body, the date of appointment, and term of office;
- Training you have attended in your role as a governor;
- Your attendance and visits to the school in your role as a governor;
- Any roles or leadership responsibilities you hold within the governing body;
- Your business or other charitable interests;
- Photographs and video images, e.g. Closed Circuit Television (CCTV) (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).
- We may also hold personal data about you from third parties, such as information supplied by the appointing body and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Gender, date of birth, ethnicity (if provided)

This list is not exhaustive, to access the current list of categories of information we process please contact the Data Protection Officer (DPO) at either school:

Liphook Infant School: dpo@liphook-inf.hants.sch.uk
Liphook Junior School: dpo@liphook-jun.hants.sch.uk

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. enable you to serve as a governor
b. enable us to meet the statutory duties placed upon us
c. ensure we comply with our instrument of governance/terms of reference
d. support effective governor development
e. support effective management of the school
f. fulfil statutory reporting to the Get Information About Schools (GIAS)
g. complete equalities monitoring and reporting
h. respond to any governance issues
i. improve the management of workforce data across the sector
j. support the work of the school teachers' review body
k. assess the quality of our services
l. comply with the law regarding data sharing
m. to meet the statutory duties placed upon us

Under the UK General Data Protection Regulation (UK GDPR) Article 6, the lawful bases we rely on for processing personal information are:

- for the purposes of (a), (b), (c), (e), (f), & (j) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (l) and (m) in accordance with the legal basis of Legal obligation
- For the purposes of (d), (g), (h), (i), (k) in accordance with the legal basis of Legitimate interests: collecting the data enables us to improve and enhance the services that we offer as well as sharing this information with a wider audience

All local authority maintained school governing bodies, under section 538 of the Education Act 1996 have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data, as set out in UK GDPR Article 9, the conditions we rely on for processing are:

- In the case of gender, date of birth and ethnicity information: **condition a**: *the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject*.

Collecting governance information

We collect personal information via:

- Governor application forms
- Governor contact forms
- Records of completed training provided via Governor Services

Governance roles data is essential for the school, academy or academy trust'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 contact the DPO at the relevant school.

We keep personal information on computer systems and on paper. All data is secured on password protected cloud-based IT systems or physically lockable storage facilities within the school.

There are strict controls on who can see personal information. We will not share data if we have been advised that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

We may also keep personal information beyond governors' terms at our school if this is necessary in order to comply with our legal obligations. Our retention policy sets out how long we keep information about governors.

Who we share governance information with and why we share it

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.

We routinely share this information with:

- Our Local Authority (Hampshire County Council) – to enable accurate records of school governors to be maintained
- The Department for Education - to meet our legal obligations to share certain information with it
- Ofsted – to enable them to complete their inspection duties under section 5 of the Education Act 2005
- Our auditors, to ensure our compliance with our legal obligations
- Professional advisers and consultants – for us to enhance governance of the federatiom in order to develop our service to best provide our public service
- Police forces, courts, tribunals – if legally required to do so

Data shared with Hampshire Local Authority is held securely in line with their data protection policies. More information can be found here:

Data protection | About the Council | Hampshire County Council

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law. Information is always shared securely either via an electronic transfer or in person. Where data is shared with a third party it is held securely in line with their data protection policies.

Local Authority

We are required to share information about our governance roles with our local authority (LA) under:

- Education Act 2002
- School Governance (Constitution)(England) Regulations 2012
- School Governance (Roles, Procedures and Allowances (England) Regulations) 2013

Department for Education

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about our governance roles with the Department for Education (DfE) under section 538 of the Education Act 1996

Examples of governance information that may be shared with the DfE include:

- Full name
- Date of birth
- Contact details (business address, email, telephone number)
- Governance role or position held (for example, Chair of Governors, Governor, Trustee, Member, Local Governing Body Member)
- Date appointed to the role
- Date left the role (if applicable)
- Term of office
- Business and financial interests declared
- Relationships with staff, governors, trustees, or members where relevant
- Attendance records at governing body meetings
- Unique identification numbers used for governance records

All data is entered manually on the GIAS system and held by 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

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the Data Protection Officer in either school:

- Liphook Infant School: dpo@liphook-inf.hants.sch.uk
- Liphook Junior School: dpo@liphook-jun.hants.sch.uk

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'.
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern 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 raise a concern with ICO

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. If you change your mind, or you are unhappy with our use of your personal data, please let us know by the Data Protection Officer in the relevant school.

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 (ICO) at https://ico.org.uk/concerns/.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **04 November 2026**.

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer in the relevant school:

- Liphook Infant School: dpo@liphook-inf.hants.sch.uk
- Liphook Junior School: dpo@liphook-jun.hants.sch.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
- 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
- allow 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 the 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):

Under the terms of UK GDPR, 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 (SAR). See the guide for details: https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

Further information on what personal information the Department for Education (DfE) holds about you is published in the privacy notice below: https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers

To contact DfE: https://www.gov.uk/contact-dfe

This document is reviewed annually through the governing body Business Committee.

Signed ..... Date .....October 2026.....

Executive Headteacher

Signed ..... Date .....October 2026.....

Chair of Governors