



STRATFORD RURAL SCHOOLS FEDERATION

LOXLEY C OF E COMMUNITY PRIMARY SCHOOL
SNITTERFIELD PRIMARY SCHOOL
WILMCOTE C OF E PRIMARY SCHOOL

Small schools, big ambitions...

STRATFORD RURAL SCHOOLS FEDERATION

Privacy Notice for Governors – How we use your information

2025-26

Who are we?

Snitterfield Primary school is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Snitterfield Primary school is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: **ZA840139**

You can contact the school as the Data Controller in writing at:

admin2046@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our governors.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about staff?

The categories of governor information that we collect, hold and share include:

- personal information such as name, date of birth, address, contact details
- Term of office and date of appointment
- Attendance at Governing Body meetings
- Record of material and business interests
- Skills audit

For what purposes do we use personal information?

We use Governor data to:

- develop a comprehensive picture of the Governing Body and how it is deployed
- inform the development of recruitment and succession planning
- ensure that we fulfil our role

Collecting Governor information

Whilst the majority of Governor information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain staff information to us or if you have a choice in this.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information and these are as follows:

1) To comply with the law

We collect and use general purpose staff information in order to meet certain legal requirements and legal obligations placed upon the school by UK law. We therefore have the right to process your personal information for such purposes without the need to obtain your consent.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

2) To perform a public task

It is a day-to-day function of the school to ensure that staff members receive the training and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that staff are properly supported and able to do their job.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Necessary for carrying out obligations and exercising specific rights in relation to employment and social security and social protection law
- 3) Processing relates to personal data which is manifestly made public by the data subject
- 4) Necessary for establishing, exercising or defending legal claims
- 5) Necessary for reasons of substantial public interest
- 6) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 7) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of sensitive category personal information that we process is set out in the tables attached.

Who might we share your information with?

We routinely share governor information with:

- our local authority
- the Department for Education (DfE)

We do not share information about our Governors unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

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.

What are your rights with respect of your personal information?

Under data protection law, Governing Body members have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- claim compensation for damages caused by a breach of the Data Protection regulations

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

Review

The content of this Privacy Notice will be reviewed annually in the summer term.

Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Date of Birth	Legal Obligation Education Act 1996, section 53		DfE	Legal Obligation Education Act 1996, section 538 – governing body must make information available to the Secretary of State if required
Term of Office and date of appointment	Legal Obligation Education Act 1996, section 538		DfE	Legal Obligation Education Act 1996, section 538 - the governing body must make to the Secretary of State if required Public Task To comply with statutory guidance (Governance Handbook 2019)
Record of Business Interests	Legal Obligation School and Early Years Finance (England)(No. 2) Regulations 2018, Schedule 5, paragraph 15		LA	Legal Obligation School and Early Years Finance (England)(No. 2) Regulations 2018, Schedule 5, paragraph 15 - to keep a register of governors' business interests

Table 2 - Personal information we are required to process to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Title		DfE LA School Website	Public task To comply with statutory guidance (Governance Handbook 2019)
Name		DfE LA School Website	Public task To comply with statutory guidance (Governance Handbook 2019)
Address		DfE LA School Website	Public task To comply with statutory guidance (Governance Handbook 2019)
Telephone numbers		No	Public task to maintain contact
Email Address		Other members of teaching school	Public task

			To establish email address through secure server and email system
Record of Material Interests		Published on website	Public task to follow statutory guidance
Attendance Records at Governing Body meetings and Governor training		Published on website and in minutes	Public task To follow statutory guidance and publish interests of governors (Governors Handbook 2019)
Skills audit		Published on website	Public task To follow statutory guidance and publish interests of governors (Governors Handbook 2019)