

Harvington C of E (Controlled) First & Nursery School

Village Street, Harvington, Evesham, Worcestershire WR11 8NQ



Privacy Notice for Governors/Volunteers

How we use your information

2025-2026

Who are we?

Harvington C of E First & Nursery School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Harvington C of E First & Nursery School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z7054504

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

Harvington C of E First & Nursery School, 43 Village Street, Harvington, Evesham, Worcs WR11 8NQ or office@harvington.worcs.sch.uk

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 individuals working with the school in a voluntary capacity, including 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.

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

What personal information do we process about governors/volunteers?

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

- personal information (such as name, address, identity checks, email and mobile phone number);
- special categories of data including characteristics information (such as gender, age,);
- details of next of kin;
- Disqualification by Association information;
- Single Central Record (DBS checks)
- Medical information (such as doctors' information, allergies and any ongoing medical conditions that would affect their work in school. Information is also held about medication and treatments required for specific medical conditions).
- governance details (such as role, start and end dates and governor ID)

For what purposes do we use personal information:

- Establish and maintain effective governance;
- Comply with statutory requirement for safeguarding
- Meet statutory obligations for publishing and sharing governors' details;
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils;

- Undertake equalities monitoring;
- Ensure that appropriate access arrangements can be provided
- To communicate with you
- To comply with the law regarding data sharing
- To ensure we can act in an emergency
- Microsoft Teams for online meetings

Collecting this information

We collect personal information via Consent Forms.

Governor 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.

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. The individual has given clear consent for you to process their personal data for a specific purpose (**Consent**)
2. The processing is necessary for you to comply with the law (**Legal Obligation**)
3. The processing is necessary to protect someone's life (**Vital Interests**)
4. The processing is necessary to perform a task in the public interest or your official functions, and the task or function has a clear basis in law (**Public Task**).

Who might we share your information with?

- our local authority
- Worcestershire Governor Services
- the Department for Education (DfE) – to meet our legal obligations to share information about governors (GIAS)

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 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.

How Government uses your data

The governor data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department 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 including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Note: Some of these personal data items are not publically available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff 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, unless the law allows it.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's 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>

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

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 in the tables below).

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, you 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 Satswana Ltd via email at info@satswana.com or alternatively:

School Data Protection Officer
Satswana Ltd
Suite G12 Ferneberga House
Alexandra Road
Farnborough GU14 6DQ

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
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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

We may need to update this privacy notice periodically so we recommend that you revisit this information from time.

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

Information Type	Relevant legislation	Third Parties with whom we share the information	Lawful reason for sharing
Register of school governor's business interests – including governance roles in any other educational institutions.	School and Early Years Finance (England) (No. 2) Regulations 2018, Paragraph 15 to Schedule 5	Local Authority	Statutory Requirement
DBS Number	School Governance (Constitution) (England) Regulations 2012, Regulation 16A	Local Authority	Public Task

Table 2 – Personal information we are required to process as it is necessary to protect someone's vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical Information	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	School staff, Medical staff i.e. paramedics / ambulance	Vital Interest
Religious belief	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	School staff, Medical staff i.e. paramedics / ambulance	Vital Interest

Table 3 - Personal information we process with the consent of the individual to whom that information 'belongs'

Information Type	Third Parties with whom we share the information	Lawful reason for sharing
Governor Personal Profile	Published on school website	Consent of individual
Photograph	Photo could be shared in the school newsletter, on the school website, with trusted media outlets.	Consent of individual
Postcode	DfE	Legal Obligation - s.538, Education Act 1996
Date of birth	DfE	Legal Obligation - s.538, Education Act 1996
Previous Names	DfE	Legal Obligation - s.538, Education Act 1996
Email addresses/contact numbers	The SchoolApp/email service	Consent of individual

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Third Parties with whom we share the information	Lawful reason for sharing
Full Name – including title.	Local Authority and other Governing Body Members Published on website Chestnut Infrastructure IT support for Microsoft Teams	Public Task (to comply with statutory guidance)
	DfE	Legal Obligation - s.538, Education Act 1996
Email Address	Other governors and members of staff.	Public Task (to establish email address on secure server)
Emergency contact name, address, telephone number	School staff	Public task
Date of appointment	Published on website	Public task (to comply with statutory guidance)
	DfE	Legal Obligation - s.538, Education Act 1996
Term of office	Published on website	Public task (to comply with statutory guidance)
	DfE	Legal Obligation - s.538, Education Act 1996
Record of material interests that arise from relationships between governors and relationships between governors and school staff; e.g. spouses, partners, close relatives.	Published on website	
Attendance at meetings	Published on website	Public Task (to comply with statutory guidance)
Skills Audit	School governing body Members of staff	Public Task (to comply with statutory guidance)