



## **Privacy Notice for School Governors** **(UK GDPR – 2026 Update)**

### **Introduction**

Bitterne Manor Primary School is the data controller for the personal information we process about governors. This notice explains how and why we collect, use, store, and share your personal data.

### **The Personal Data We Collect**

We collect and process the following categories of personal data about governors:

- Personal identifiers (such as name, address, date of birth)
- Contact details (such as telephone number and email address)
- Governance information (such as role, start/end dates, appointing body, governor ID)
- Attendance records at governing board and committee meetings
- Records of visits to the school
- Information about skills, qualifications, and experience
- Training and development records
- Business, financial, or other interests (for conflict of interest registers)
- Roles and responsibilities within the governing body
- Photographs (for safeguarding, identification, and communication purposes)

We may also receive data from third parties, including:

- Appointing bodies
- The Disclosure and Barring Service (DBS)

This may include criminal offence data (including DBS check results, even where no offences are recorded).

### **Why We Use Your Data**

We use your personal data to:

- Enable you to fulfil your role as a governor
- Meet our safeguarding obligations
- Ensure effective governance and administration
- Maintain accurate governance records
- Support governor development and training
- Manage conflicts of interest and ensure transparency
- Fulfil statutory reporting requirements (including to the Department for Education)
- Support school improvement and accountability
- Comply with legal and regulatory requirements

### **Lawful Basis for Processing**

We process your personal data under the following lawful bases:

- Public task – processing necessary for performing a task in the public interest (school governance)
- Legal obligation – processing necessary to comply with the law (e.g. safeguarding, statutory reporting)

- Consent – where required (e.g. use of photographs for publicity)
- Vital interests – where necessary to protect someone's life

Where we rely on consent, you have the right to withdraw it at any time.

### **Criminal Offence Data**

We process criminal offence data (such as DBS checks) in accordance with:

- Article 10 UK GDPR
- Schedule 1, Part 2 of the Data Protection Act 2018

This processing is necessary for safeguarding and to meet our legal obligations as a school.

### **Collecting Your Data**

Most of the information you provide is mandatory to enable you to carry out your role and for us to meet legal requirements. Where information is optional, we will make this clear at the point of collection.

### **How We Store and Protect Your Data**

We store your data securely using appropriate technical and organisational measures to protect it from unauthorised access, loss, or misuse.

We retain your personal data in line with our Data Retention Schedule. You can request a copy of this schedule from the school office.

### **Who We Share Your Data With**

We may share your personal data with:

- The Department for Education (DfE) (statutory reporting requirements)
- The Local Authority (for governance transparency and support)
- Auditors and regulatory bodies
- Professional advisers and consultants
- Law enforcement agencies, courts, and tribunals (where required)

We only share data where it is lawful and necessary.

If personal data is transferred outside the UK, we ensure appropriate safeguards are in place in line with data protection law.

### **Why We Share Your Data**

We share your data to:

- Comply with legal obligations
- Ensure transparency in governance
- Avoid conflicts of interest
- Support training and development
- Enable oversight by relevant authorities

We do not share your personal data for marketing purposes.

### **Your Data Protection Rights**

Under UK GDPR, you have the right to:

- Request access to your personal data
- Request correction of inaccurate data

- Request erasure of data (where appropriate)
- Restrict processing
- Object to processing (in certain circumstances)
- Not be subject to automated decision-making

To exercise your rights, contact the school office.

### **Complaints**

If you have concerns about how we use your data, please contact us first. You also have the right to complain to the Information Commissioner's Office (ICO):

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

### **Contact Details**

If you would like to discuss this privacy notice or your personal data, please contact:

Mrs K Niziolek  
Bitterne Manor Primary School  
Quayside Road  
Southampton  
SO18 1DP  
Telephone: 02380 227596  
Email: admin@bitternemanor.net

### **Review of This Notice**

This privacy notice will be reviewed regularly and updated as required.

Last updated: April 2026