



# Governor Privacy Notice

How we use personal information about members of the governing body

**Effective:** September 2026    **Review:** at least annually and whenever our processing changes.

## Who we are

Norbury Manor Primary School is the **data controller** for personal information it processes about members of the governing body and other individuals carrying out governance functions.

This notice is tailored for a local-authority-maintained school and explains how we use governance information.

## The governance information we process

- personal identifiers and contact details, such as name, date of birth, address, email address, telephone number and postcode
- governance details, such as role, appointing body, start and end dates, terms of office and governor identifiers
- information required for Get Information about Schools (GIAS)
- business, financial and pecuniary interests and declarations
- skills, training, attendance and committee membership information
- identity, eligibility, safeguarding and vetting information where required
- accessibility or reasonable-adjustment information where relevant

## Why we collect and use governance information

Governance information is needed so the school and governing body can fulfil their official functions and legal duties. We use it to:

- establish and maintain effective governance
- meet statutory requirements for maintained-school governance
- maintain required records of governing-body membership and terms of office
- publish or provide governance information where required by law or statutory guidance
- provide required information to the DfE, including through Get Information about Schools
- manage declarations of interests, meetings, training and governance administration
- support safeguarding and eligibility checks where applicable

## Our lawful bases for processing

The principal lawful bases are **legal obligation** and **public task**. Where special category information is processed, we also identify an appropriate Article 9 UK GDPR condition and Data Protection Act 2018 condition. Consent will only be relied upon where it is genuinely appropriate.

## How we collect governance information

We collect information through governor appointment and contact forms, declarations of interest, meeting and training records, statutory checks, DfE/GIAS processes and information supplied directly by governors or relevant appointing bodies.

## How long we keep information

Governance records are retained securely in line with statutory obligations and the school's data retention schedule. Information that is not required by law is kept only for as long as necessary for legitimate governance and school purposes.

## Who we share governance information with

- the Department for Education, including through Get Information about Schools
- Croydon Council and Governor Services where appropriate
- members of the governing body and the governance professional/clerk where necessary
- auditors, professional advisers and statutory bodies where required
- service providers acting on the school's behalf
- the public where governance information must be published by law or statutory guidance

Some governance information recorded on GIAS is publicly available. Other information is collected for identification and administrative purposes but is not published.

## Your rights

The rights that apply depend on the circumstances and lawful basis for processing. They include:

- the right to be informed about how we use personal data
- the right of access to personal data we hold about you
- the right to have inaccurate or incomplete information corrected
- the right to request erasure in certain circumstances
- the right to request restriction of processing in certain circumstances
- the right to object to processing in certain circumstances
- the right to data portability where this applies
- rights in relation to automated decision-making and profiling where this applies
- the right to withdraw consent at any time where we rely on consent

## Questions, concerns and complaints

**Data Protection Officer**  
Norbury Manor Primary School  
**Email:** DPO@nmp.croydon.sch.uk

You may also raise a concern with the Information Commissioner's Office (ICO) if you are unhappy with the way your personal information has been handled.

## Do governors need to sign this notice?

**No.** Governors do not need to sign the privacy notice. It should be provided or made readily accessible so governors are informed about how their personal data is used. Separate forms may still require completion or signature - for example declarations of interests, eligibility information, DBS-related documentation or a specific consent where consent is genuinely required.

**Source:** Adapted for Norbury Manor Primary School from the Department for Education's 2026 to 2027 privacy notice model documents. The DfE states that model wording must be reviewed and amended to reflect each school's local circumstances.