Oxford Diocesan Schools Trust
St Mary's Convent
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www.odst.org.uk

Statutory Policy:	Policy provided centrally for adoption by schools with minimal amendment to the core text. Changes are allowed to the text where indicated

Privacy Notice
LGB Members

[Insert school name]

Approved by:	**Estates & Safeguarding**
Date:	**September 2025**
Next review date:	**September 2026**

Adopted by school:	
Date:	

Introduction

The schools that are part of the Oxford Diocesan Schools Trust (ODST) collect and use the personal information of school governors so that they can operate effectively, meet their legal obligations and the Trust can fulfil its educational purpose.

This privacy notice explains how we collect, store and use (i.e., process) your personal information, before, during and after your relationship with us as a governor. It also lets you know what rights you have in relation to our processing of your personal information.

If you would like to discuss anything in this privacy notice at any time, please contact:

School Lead:	name, contact details
Data Protection Officer:	DPO – Julian Hehir, ODST julian.hehir@oxford.anglican.org DPO.odst@oxford.anglican.org

The categories of governance information we process includes:

Personal identifiers and contacts
e.g., name, date of birth, contact details and address, photographs, CCTV images if applicable
Characteristics
e.g., gender, any declared criminal convictions, skills and experience
Governance details
e.g., start date, terms of office, role, pecuniary or business interests held by you or your family members
Recruitment information
e.g., application, identity and right to work checks, copy of passport or similar photographic identification, references.

Why we collect and use governance information

We collect and use your personal information for the following purposes:

- Manage and develop our governor recruitment (appointment and election) process
- Support you in your governance role and meet your training and development needs
- Fulfil our function as a school and deliver services to our community
- Comply with our general safeguarding obligations
- Meet our legal obligations in relation to school governance.

Collecting governance information

We collect your personal information through the governor application and recruitment process, either directly from individuals or sometimes from an external organisation such Governors for Schools, Inspiring Governance, our Local Authority, our Diocese.

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information or if you have a choice on this.

Storing governance information

Physical and electronic records are held for each governor. Information is held securely on our management information systems and on our school premises.

We hold your personal information in line with the retention schedule in the Trust's Data Retention Policy

Who we share governance information with

We routinely share governance information with:

- Our Local Authorities/Borough Councils to support it in meeting its statutory duties
- The Department for Education, e.g., statutory data collections (see Appendix One for information on how the DfE uses your information)
- Our Disclosure and Barring Service (DBS) checks provider

We may have to share your personal information with:

- Third parties, e.g. Our IT provider or HR provider (if you are involved in a staff disciplinary procedure, for example)
- The Police or other law enforcement agencies
- Our external auditors
- Our legal advisers/other external consultants.

We do not share information about our governors with anyone without consent, unless the law and our policies allow us to do so.

When we share your personal information with third parties, we will always ensure that we share the minimum amount of information necessary for the purpose of the sharing. We will also require them to keep your personal information secure and to treat it in accordance with data protection law.

The lawful basis on which we use governance information

ODST, as a data controller, needs to comply with the UK's General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. We are required to ensure we have a lawful basis under the GDPR for any processing we carry out on personal data.

Under Article 6 of the GDPR the lawful bases we rely on for processing school governance information are:

- We need to comply with a **legal obligation**, e.g., DfE data returns
- We need to meet our **public task** of running our school and keeping everyone safe
- We have a **legitimate interest**
- We have obtained **consent** to use personal information in a certain way
- We need to protect someone's life (**vital interests)** in an emergency.

Some personal information requires extra protection because it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data.

Under Article 9 of the GDPR, if we are processing special category data, we will also rely on one of the following lawful conditions:

- To meet our **obligations as a data controller, or those of data subjects**, in connection with employment, social security and social protection
- For reasons of **substantial public interest**, keeping our workforce safe and ensuring **equality of opportunity/treatment**
- To establish, exercise or defend **legal claims**
- To protect someone's life (**vital interests**) in an emergency
- We have **explicit consent.**

In addition, under the UK's Data Protection Act 2018, we rely on the processing conditions at Schedule 1, part 1, paragraphs 8 and 18.

These relate to the processing of special category data for safeguarding purposes and equality of opportunity/treatment. Our Appropriate Policy Document provides more information about this processing.

The lawful basis of consent

Whenever we rely on consent, it must be freely given, informed and clear. Consent can be withdrawn at any time by contacting the school lead (details on the first page).

Criminal convictions and offences

We process information about any criminal convictions and offences under Article 10 of the GDPR because we are required by law to carry out enhanced DBS checks as part of our recruitment processes.

The GDPR Article 6 lawful bases we rely on to process this data are:

- performance of our **public task**
- performance of a **contract**.

In addition, under the UK's Data Protection Act 2018, we rely on the processing conditions at Schedule 1:
Part 2, para 6(2)(a)
Part 1, para 1.

These relate to the processing of criminal offence data for statutory and employment purposes respectively. See Part 3 of Keeping children safe in education - GOV.UK (www.gov.uk) for more information.

Our Appropriate Policy Document provides more information about this processing.

Your Data Protection Rights

Under the GDPR you have the right to request access to the information about you that we process (a subject access request). To make a request for your information please contact the school lead (details on the first page).

You also have the right to:

- Have your personal data corrected if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restrict the processing of your personal data (i.e., permitting its storage but no further processing)
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing, including profiling and decisions made through artificial intelligence (AI) and where it produces a legal or similarly significant effect upon you.

For more information on how we handle subject access requests, please see our Data Protection Policy.

How you can help us

As we have limited staff resources outside of term time, we encourage you to submit subject access requests during term time and not too close to the end of term. This will support us in responding as quickly as possible to your request, which we always want to do.

Any concerns

We take any concerns about our collection or use of personal information very seriously, so please contact us (details on first page) to raise any concerns in the first instance.

If you remain concerned, having done this, you have the right to raise your concerns with the Information Commissioner's Office:
Data protection and personal information complaints tool | ICO
Call: 0303 123 1113

Appendix One - Department for Education

(Information provided by the DFE)

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under:

We are required to share information about our governance roles with the Department for Education (DfE) under section 538 of the Education Act 1996 (legislation.gov.uk)

How government uses your data

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

- increase the transparency of governance arrangements
- enable maintained schools, academies, academy trusts and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow 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 DfE including the data that we share with them, go to: National database of governors - GOV.UK (www.gov.uk)

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised DfE and education establishment users with a DfE Sign-in 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, 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 (SAR). Further information on how to do this can be found within the department's personal information charter that is published at the address below:
Personal information charter - Department for Education - GOV.UK (www.gov.uk)

To contact DfE: Contact the Department for Education (DfE) - GOV.UK (www.gov.uk)