

Version:		Model by:	DFE	Ratified on:	24.04.2026
Date written:		Frequency:	Annually	Review date:	Feb 2027
Signed:	Signed on Governor hub			Chair of governors	

Castle Vale Nursery School

Privacy notice (how we use personal information on Get Information about Schools (GIAS))

(Based on DFE model)

It is the aim of the Governing Body of Castle Vale Nursery School and Children's Centre to support the implementation of policies and procedures which support the vision of:

Making a difference. All of our children, all of the time.

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics
 - full name
 - date of birth
 - nationality
 - ethnicity
- governance details
 - governor category (i.e. Co-opted, Foundation, Parent, etc.)
 - governor id (photograph)
 - position (i.e. Chair, Vice Chair, Safeguarding/SEND governor where applicable)
 - email address (a school email address is provided)
 - contact telephone number
 - Parent Governors' home address (required for Education and Children's Social Care Overview and Scrutiny Committee elections, carried out every 4 years by post).
 - start and end dates
 - pecuniary and personal interest
 - brief snapshot
- DBS (Disclosure and Barring Service) checks

Why we collect and use governance information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

- a) to meet the statutory duties placed upon us

Lawful Basis for Processing Governors' Personal Data

All local authority maintained school governing bodies, under section 538 of the Education Act 1996, and academy trusts, under the academy trust handbook, have a legal duty to provide the governance information as detailed above.

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, **Castle Vale Nursery School** and **Birmingham City Council** process personal data relating to school governors in order to carry out our statutory duties in relation to the governance and management of maintained schools.

Article 6 – Lawful bases for processing

We process governors' personal data under the following lawful bases:

- **Article 6(1)(c) – Legal obligation**
Processing is necessary for compliance with legal obligations placed on maintained schools and local authorities in relation to school governance.
- **Article 6(1)(e) – Public task**
Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the governing body and the local authority.

These lawful bases are supported by legislation and statutory guidance including, but not limited to:

- Education Act 2002
- Education Act 1996
- School Governance (Constitution) (England) Regulations 2012
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- The School Information (England) Regulations 2008
- Academies and Maintained Schools Governance Guidance (DfE) (*where applicable*)

Article 9 – Special category personal data

Where we process **special category personal data** relating to governors (for example, information about health, disability, or equality and diversity data), we rely on the following conditions:

- **Article 9(2)(g) – Reasons of substantial public interest**
Processing is necessary for the exercise of statutory functions relating to school governance.

Where appropriate, this processing is further supported by **Schedule 1, Part 1 of the Data Protection Act 2018**, including:

- Paragraph 1 – Employment, social security and social protection
- Paragraph 6 – Statutory and government purposes

Criminal offence data

Where criminal offence data (such as DBS information) is processed, this is carried out in accordance with:

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

Processing is strictly limited to what is necessary to fulfil safeguarding and governance requirements.

Purposes for processing governors' personal data and lawful basis

We process governors' personal data for the following purposes, using the lawful bases set out above:

- To establish and maintain the governing body, including appointments, terms of office and eligibility
Article 6(1)(c) – Legal obligation
Article 6(1)(e) – Public task
- To support effective governance and statutory decision-making, including meetings, policies and records
Article 6(1)(e) – Public task
- To meet statutory publication requirements, including information published on the school website
Article 6(1)(c) – Legal obligation
- To carry out safeguarding checks (including DBS checks)
Article 6(1)(c) – Legal obligation
Article 10 UK GDPR (criminal offence data)
- To manage allowances, expenses and related financial records
Article 6(1)(c) – Legal obligation
- To monitor equality and diversity (where applicable)
Article 9(2)(g) – Substantial public interest
Data Protection Act 2018, Schedule 1
- To communicate with governors in relation to school business
Article 6(1)(e) – Public task

Collecting governance information

We collect personal information via governor contact forms.

Governance roles data is essential for the school, academy or academy trust'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. In order to comply with UK-GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing governance information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <https://castlevalenursery.co.uk/our-school/policies/>

Who we share governance information with

We routinely share this information with:

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

Why we share governance information

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so.

Local authority

We are required to share information about our governance roles with our local authority (LA) under the Education Act 2002 and the School Governance (Constitution) (England) Regulations 2012, to enable the LA to fulfil its statutory oversight and governance duties.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the DfE under **section 538 of the Education Act 1996**.

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see the 'How Government uses your data' section.

Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact our data protection officer Niki Lynch (nlynch@castlevalenursery.co.uk).

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'.
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

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 [raise a concern with ICO](#)

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the [How Government uses your data](#) section of this notice.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **[insert date notice was last updated.]**

Contact

If you would like to discuss anything in this privacy notice, please contact our data protection officer: Niki Lynch (nlynch@castlevalenursery.co.uk).

How government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (DfE) 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 (DfE) including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) 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 for Education (DfE) unless the law allows it.

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a subject access request (SAR). See the guide for details:

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

Further information on what personal information the Department for Education (DfE) holds about you is published in the privacy notice below:

<https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>

To contact DfE: <https://www.gov.uk/contact-dfe>