Managing School Governors

Privacy Notice

2025 - 2026

Privacy Notice for Managing School Governors/Trustees

To enable our School Governors/Trustees to carry out their official functions to support our school we use personal information, for example:

- Name and contact details
- Declarations of interest
- Vetting information
- Digital images
- Behaviour
- Diversity information
- Governance details – e.g. role, start and end dates and Governor ID

The school is the data controller for this information. Data processors may support this activity through the provision of systems. Where that is the case a data protection compliant contract will be in place.

We are required by law to collect and use this information and our legal basis for using the personal information is a Public Task in the Public Interest and our Legal Obligations under section 538 of the Education Act 1996 and the Academies Trust Handbook . Our legal basis for using special category personal information is Substantial Public Interest.

We sometimes need to share some information, for example with:

- Our local authority
- The Department for Education (DfE)
- Other education providers
- Regulatory Bodies

Data is also entered manually on the Get Information About Schools (GIAS) system and held by DfE. Some of this information (e.g. name and role on the board) is publicly available.

We will not share your personal data with anyone else without your consent unless it is permitted by law.

The information we use will be retained until the Governor/Trustee ceases to work with the school, plus one year.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our main notice.

School Data Protection Role Contact Details

Role	Name	Email contact
Data Protection Officer (DPO)	IGS	IGS@essex.gov.uk
Senior Information Risk Owner (SIRO)	Mr. S. Proctor	admin@westthurrockacademy.co.uk
Data Protection Lead (DPL)	Mrs. J. Pitcher	admin@westthurrockacademy.co.uk
Information Governance Governor	Mrs. S. Stronach	Chair@westthurrockacademy.co.uk