



**St Augustine of Canterbury  
Catholic Primary School**

# Governors Privacy Notice

How we use personal information on GIAS  
– Get Information About Schools

**DATE: September 2025**

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*“Created by God to love and learn”*

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## Mission Statement

St Augustine of Canterbury Catholic Primary School provides an education that inspires and nurtures God’s children to succeed to their full potential as we are

*“Created by God to love and learn”*

We believe in the concept of lifelong learning, and in the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone. Through our teaching we strive to equip children with the skills, knowledge and understanding necessary to make informed choices about the important things in their lives. We believe that effective and stimulating teaching will lead to consistent and quality learning experiences to help children to lead happy and rewarding lives.

For this mission to be fulfilled the following policy is enacted to support our practice whilst meeting our legal obligations.

## Document Information

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Author	Head Teacher <i>M Hilliam</i>	Review Frequency	Every 2 years  Subject to local education authority and/or national policy change
Date of Ratification	16 <sup>th</sup> September 2025	Related Policies and Procedures	Record Retention Procedure Subject Access Request
Review Date	September 2027	Chair of Governors Signature  <i>Janine McLann</i>	

## 1. Introduction

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**This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.**

St Augustine of Canterbury Catholic Primary School is the 'data controller' for the purposes of data protection law and is outsourced to One West. Our Data Protection Officer (DPO) point of contact in school is Mark Hilliam.

## 2. The personal data we hold about you

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We hold some personal information about you when you are a Governor for our School.

This includes:

- personal identifiers (such as name, address, contact details, gender)
- Special Category characteristics (disability)
- governance details (such as role, start and end dates and governor ID)
- details of governance training booked and attended
- if you visit the school during a public health emergency, we may also collect some limited information about you as we are required to by law

This list is not exhaustive.

### 3. Why we use this data

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We use this data to help run the School including to:

- to meet the statutory duties placed upon us
- to communicate with you about relevant school business
- to procure appropriate training for you to fulfil your role

### 4. Our legal basis for using this data

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Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing governance information are:

- **Article 6 (c) Legal obligation:** the processing is necessary for us to comply with the law

Some information we process will be Special Category data under Article 9 of UK GDPR e.g. disability. We will rely on the legal basis of *Article 9 (g)* processing is necessary for reasons of substantial public interest.

### 5. Collecting this information

We collect personal information via annual contact forms.

Governance data is essential for the Schools'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.

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### 6. Data sharing

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For the most part, personal data collected will remain within the school and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

We may routinely share information with:

- the Department for Education (DfE)
- South Gloucestershire Local Authority (LA)

- The Diocese of Clifton

### **South Gloucestershire Local Authority**

We are required to share information about our governance with South Gloucestershire Local Authority under *Section 30 of the Education Act 2002*.

*We will provide the Local Authority with names and contact details of our governance in order for the LA to:*

- maintain an accurate database
- contact you regarding statutory changes in legislation and details of training opportunities
- ascertain local authority governor vacancies to be filled
- assess and report on vacancies across the county

## 7. Department for Education

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We are required to share information about individuals in governance roles with the (DfE).

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How the DfE uses your data' section (Appendix)

## 8. International transfers of personal data

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We have audited where we store all the personal data processed in the School and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the School.

## 9. How we store this data

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We hold governor data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data

security breach. We will notify you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

## 10. Your rights

### 10.1 How to access personal information we hold about you

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Under data protection legislation, our governors have the right to request access to information about themselves that we hold. To make a request for your personal information, contact the School.

**If we do hold information about you, we will:**

- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- explain where we got it from
- tell you who it has been, or will be, shared with

### 10.2 Your other rights over your data

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You have other rights over how your personal data is used and kept safe, including the right to:

- say that you don't want it to be used if this would cause, or is causing, harm or distress
- stop it being used to send you marketing materials
- say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- claim compensation if the data protection rules are broken and this harms you in some way
- let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact our Data Protection Officer (see 'Contact').

## 11. Complaints

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We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- report a concern online at <https://ico.org.uk/concerns/>
- call 0303 123 1113
- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 12. Contact

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If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our school point of contact Data Protection Officer, Mark Hilliam, [office@staugustinesprimary.org.uk](mailto:office@staugustinesprimary.org.uk) .

## Appendix 1: How the DfE uses your data

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

- increase the transparency of governance arrangements
- enable local authority 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 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 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 DfE and education establishment users with a 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 DfE unless the law allows it.

### How to find out what personal information the DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the 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 DfE, you should make a subject access request (SAR). Further information on how to do this can be found within the DfE's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

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

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

## Equality Impact Assessment

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact x or n.a.
<b>Age</b> (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		<b>x</b>
<b>Disability</b> (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		<b>x</b>
<b>Gender reassignment</b> (transsexual)		<b>x</b>
<b>Marriage and civil partnership</b>		<b>x</b>
<b>Pregnancy and maternity</b>		<b>x</b>
<b>Racial groups</b> (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		<b>x</b>
<b>Religion or belief</b> (practices of worship, religious or cultural observance, including non-belief)		<b>x</b>
<b>Gender</b> (male, female)		<b>x</b>
<b>Sexual orientation</b> (gay, lesbian, bisexual; actual or perceived)		<b>x</b>