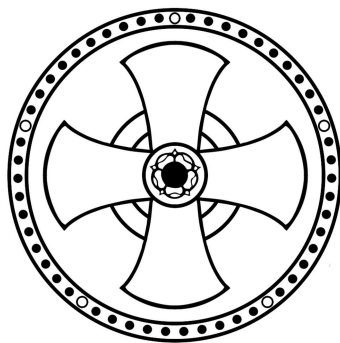




Our Lady of Lourdes Catholic Primary School

Data Privacy Notice - Governor

[Version v1]

If you are reading a printed version of this document, you should check the Information Management pages on T:drive to ensure that you have the most up-to-date version.

If you would like to discuss anything in this privacy notice, please contact

Data Protection Officer: **Data Protection Education**

Telephone: 0800 0862018

Email: dpo@dataprotection.education

If you would like a copy of any documentation, please contact the school office:

admin@lourdes.brighton-hove.sch.uk



Version Control

Version	Author	Date	Approved by	Effective from
1.0 template	DPE - VH	14/5/2026		



Data Privacy Notice for Governors

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Data Privacy Notice for Governors

Purpose of this document

Our Lady of Lourdes Catholic Primary School is a data controller for the purposes of UK data protection law.

This privacy notice explains how we collect, use, store and share personal information relating to Governors

Under the Data Protection Act 2018 and the UKGDPR, individuals have a right to be informed about how their personal data is used.

The categories of governance information we collect

We may collect, use, store and share the following categories of information:

- name, title and contact details;
- address and date of birth;
- governance role information;
- appointment and term information;
- committee memberships and attendance records;
- declarations of business and pecuniary interests;
- related party information;
- training and development records;
- governance correspondence and meeting participation records;
- complaints, disciplinary or conduct information where relevant;
- identity verification documents;
- DBS and safeguarding suitability information;
- digital account and access information where school systems are used; and
- CCTV images where individuals attend school/trust premises.

Why we collect and use this information

We use governance information to:

- fulfil legal and regulatory obligations;
- support effective governance and oversight;
- maintain records of governance appointments and attendance;
- support safeguarding and wellbeing oversight;
- manage conflicts of interest and related party transactions;
- provide governance training and development;



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- communicate regarding governance business;
- maintain the security of systems and premises; and
- comply with Department for Education and Charity Commission requirements.

Our lawful basis for using this information

We process governance information under the following lawful bases:

- Article 6(1)(c) UKGDPR – legal obligation;
- Article 6(1)(e) UKGDPR – public task;
- Article 6(1)(f) UKGDPR – legitimate interests, where applicable; and
- Article 9 UKGDPR conditions for special category data where required.

Where criminal offence information such as DBS data is processed, this is carried out in accordance with Schedule 1 of the Data Protection Act 2018.

Automated processing and digital systems

The school/trust may use digital governance systems and AI-assisted administrative tools to support governance administration, communication and record management.

Any significant decisions affecting individuals will involve appropriate human oversight.

Collecting governance information

Most governance information is provided directly by Governors, although some information may also be obtained from:

- the Department for Education;
- Local Authorities;
- Catholic Education Service
- School's Diocesan Authority
- School's Trustees
- Disclosure and Barring Service checks;
- governance clerks;
- training providers; and
- regulatory or safeguarding bodies.

Storing governance information



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We hold governance information securely in accordance with our retention schedule and records management procedures.

We use appropriate technical and organisational security measures to protect personal information.

Who we share governance information with

We may share governance information with:

- the Department for Education;
- Local Authorities;
- Catholic Education Service
- School's Diocesan Authority
- School's Trustees
- the Education and Skills Funding Agency;
- the Charity Commission;
- safeguarding agencies;
- auditors, insurers and legal advisers;
- governance support providers;
- IT and cloud service providers acting on our behalf; and
- regulators and law enforcement bodies where required.

Some governance information may be published where required by law or guidance, including on the school/trust website or Get Information About Schools (GIAS).

International transfers

Some service providers may process information outside the United Kingdom. Where this occurs, appropriate safeguards will be implemented in accordance with UK data protection law.

Your rights

Under data protection law, you have rights including:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure in certain circumstances;
- the right to restrict processing;
- the right to object to processing; and
- rights relating to automated decision-making.



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Requests should be directed to admin@lourdes.brighton-hove.sch.uk

Concerns and complaints

If you have concerns about how your information is handled, please contact the Data Protection Officer in the first instance.

You also have the right to complain to the Information Commissioner's Office:

<https://ico.org.uk/concerns/>

Review

This privacy notice will be reviewed annually or sooner where legislative or operational changes require updates.



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Appendix A: List of Processing

For further information regarding any of these processes, please contact the school or the data protection officer using the contact details at the top of this privacy notice.

Description of process	Data Categories	Location of Data	How long it's kept	Who is the information is shared with	Lawful basis for processing
<i>e.g Pre-admissions</i>	<i>Contact details, Educational records, Identifier, Pastoral, Date of Birth, Gender, Religion</i>	<i>Cloud Storage, Email, Local computer, Document, Local network</i>	<i>1 Year(s) From when data is collected</i>	<i>Org xxx, local authority</i>	<i>task performed in the public interest</i>
DBS and Right to Work Checks Section 128 Check	As above	Network	1 year after term of office ends	CES BHCC DfE	Statutory