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GLUSBURN COMMUNITY PRIMARY AND NURSERY SCHOOL

Privacy Notice Governors

Glusburn Community Primary School

1st September 2026

This notice covers prospective, current and former members of the school's governing body. It explains how we use information for appointment, eligibility checks, governance administration and public accountability.

Information we collect

We hold names, contact details, appointment or election details, terms of office, roles, attendance, training, skills, declarations of interests, governance records and expense claims. Where relevant, we hold identity and eligibility checks, references, DBS check information and information needed for accessibility or safeguarding. Certain governance information is published, as explained below.

Where information comes from

Information comes from you, the appointing or nominating body, election processes, the clerk, school staff, North Yorkshire Council, referees and relevant checking authorities. We may check relevant public registers, including the government's school governance records, for eligibility or appointment purposes.

Why we use information and our lawful bases

We use information to recruit and appoint governors, check suitability, support training, run meetings and elections, manage conflicts of interest, reimburse expenses and meet governance reporting and publication duties.

We rely on public task under Article 6(1)(e) and legal obligation under Article 6(1)(c), as appropriate under the Education Act 2002 and the School Governance Constitution and Roles, Procedures and Allowances Regulations. Consent under Article 6(1)(a) may be used for optional biographical content or photographs beyond required publication. We will explain which information must be published and which is optional.

Sensitive information

Health, disability, ethnicity, religion and other special category information require an additional Article 9 condition. Where applicable, we use Article 9(2)(g), substantial public interest, with a relevant Data Protection Act 2018 Schedule 1 condition, such as statutory purposes, equality monitoring or safeguarding children and individuals at risk. Each condition applies only where its requirements are met. Explicit consent under Article 9(2)(a) may apply to a genuinely optional use. Criminal offence information, including relevant safeguarding or DBS information, requires Article 10 authority and an applicable domestic law condition.



What you need to provide

Required appointment, eligibility, interests and reporting details are needed to fulfil governance duties. Without necessary information we may be unable to confirm appointment, eligibility or reimburse expenses. Optional publicity material is voluntary. We identify legal requirements and optional fields when collecting information.

Who receives information

We share information as needed with the clerk and governing body, North Yorkshire Council, DfE, Ofsted, auditors, governance support and training providers, DBS or checking services, professional advisers and IT providers. DfE receives required governance details through Get Information about Schools, including names, appointment details, roles and terms; non-public identifying or contact fields are submitted only where required.

Our website and Get Information about Schools publish required governance details, such as names, roles, terms of office and appointing bodies. The school also publishes relevant interests and attendance information under applicable requirements. Home addresses, private contact details and DBS certificate contents are not published as part of ordinary governance transparency. DfE determines its own use of information; see its Personal information charter at

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

How long we keep information

Appointment, eligibility, interests, expenses and training records are kept for the term of office and any further period required for governance accountability, audit, safeguarding or claims. Minutes and official governance records may have much longer retention than contact lists. Full DBS certificate copies, if exceptionally retained, are kept only as permitted and necessary; check outcome records are handled separately.

We securely delete or anonymise records when their retention period ends, unless a lawful reason requires longer retention, such as an active investigation or legal claim. We can explain the period that applies to a particular record.

Security and overseas processing

We use access controls, staff training and appropriate security measures for paper and electronic records. Service providers processing information for us must have suitable contracts and safeguards.

Your information rights

You can ask to see your personal information and obtain a copy, correct inaccurate or incomplete information, and, in certain circumstances, have information erased or its use restricted. Data portability applies to information you supplied that we process automatically on the basis of consent or a contract. Rights depend on the circumstances and legal exemptions may apply.

Your right to object

You have the right to object to processing based on a public task, for reasons relating to your situation. Contact the school office or our Data Protection Officer. We must consider your objection and explain any lawful grounds for continuing.

Where we rely on consent, you can withdraw it at any time using the same route you used to give it, or by contacting the school office. Withdrawal does not affect processing that was lawful before withdrawal. Requests may be made verbally or in writing. We may need to check identity and authority. We normally respond within one month; lawful extensions or pauses may apply, which we will explain. Requests are normally free.

Questions and complaints

Contact the school office or Data Protection Officer if you have a concern. We will acknowledge a data protection complaint within 30 days, investigate without undue delay and keep you informed of the outcome. You can also complain to the Information Commissioner's Office at ico.org.uk/make-a-complaint or on 0303 123 1113, or write to ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Who is responsible and how to contact us

Glusburn Community Primary School is the controller for the personal information covered by this notice. Write to the school office at Colne Road, Glusburn, BD20 8PJ, email admin@glusburn.n-yorks.sch.uk or telephone 01535 632145.

Our Data Protection Officer is the Schools Data Protection Officer, Veritau Ltd, County Hall, Racecourse Lane, Northallerton, DL7 8AL. Email schoolsDPO@veritau.co.uk or telephone 01609 532526. Please include the school name in correspondence.

We review this notice annually and when our use of information changes materially. We will make the updated notice available and explain significant changes.