

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

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the school in a voluntary capacity, including GHES Management Committee Members.

We, Gloucestershire County Council, are the 'data controller' for the purposes of data protection law.

Data Protection – GHES Privacy Notice for School Management Committee Members and Volunteers	
Last updated:	September 2026
Date of next review:	September 2029
Member of staff responsible for the policy:	Beth Warren
Dissemination of the policy:	Management Committee, volunteers, website

The categories of governance information that we process include:

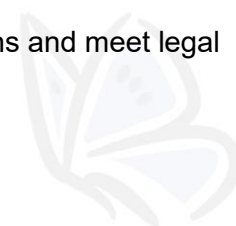
- Date of birth, marital status and gender
- References
- Documents to support an Enhanced Disclosure and Barring Service application, such as copies of Passports, Bank statements, Birth and Marriage Certificates
- Evidence of qualifications
- Employment/employer details
- Photographs
- We may also collect store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):
 - Race, ethnicity, religious beliefs, sexual orientation and political opinions
 - Disability, health and access requirements

Why we collect and use governance information

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

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

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Management Committee Member details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Identify you and safely evacuate the school in the event of an emergency



- Enable equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

Under the [UK General Data Protection Regulation \(GDPR\) 2018](#), the legal bases we rely on for processing personal information for general purposes are:

- Comply with a legal obligation
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation
- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.
- Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your 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.

Collecting governance information

We collect personal information via contact details and contact preferences, references, documents to support an Enhanced Disclosure and Barring Service application, evidence of qualifications, employment/employer details and photographs.

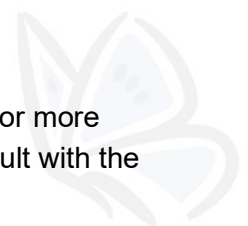
Governance roles data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK-GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

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 consult with the Gloucestershire County Council Retention Schedule.



Who and why we share governance information with

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.

We routinely share this information with:

- our local authority (where applicable)
 - We are required to share information about our governance roles with our local authority (LA) to meet our legal obligations to share certain information with it, such as Management Committee Member details.
- the 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 Department for Education (DfE), under:

Examples for governance information:

We are required to share information about our governance roles with the Department for Education (DfE) under [section 538 of the Education Act 1996](#)

We are required to share information about our governance roles with the Department for Education (DfE) under section 538 of the Education Act 1996

We are required to share information about individuals in governance roles with the Department for Education (DfE) under the requirements set out in the [academy trust handbook](#)
<https://www.gov.uk/guidance/academy-trust-handbook>.

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 GCC's Data Protection Officer at dpo@gloucestershire.gov.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](#)

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Gloucestershire County Council who is the schools Data Protection Officer.

Contact details: 01452 324000 or email dpo@gloucestershire.gov.uk

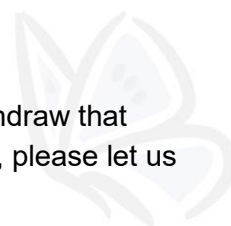
Alternatively, you can make a complaint to the Information Commissioner’s Office:

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

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.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Protection Officer at dpo@gloucestershire.gov.uk.



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 September 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer, dpo@gloucestershire.gov.uk, 01452 324000.

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>

