Privacy Notice
Governors and Governance Roles

Who this notice covers

This notice applies to current, former and prospective governors, associate members, committee members and other individuals whose information is processed as part of the school's governance arrangements.

Some governance information must be recorded or published to meet statutory transparency and accountability requirements.

Receiving this notice is not a request for consent. Most governance processing relies on legal obligation or public task.

Who is responsible for your information?

Mapperley Plains Primary and Nursery School is the data controller for most of the personal information it collects and uses about individuals involved in the school's governance arrangements. This means the school decides why and how the information is used and is responsible for complying with data protection law.

Where the school is required to provide a copy of information to another organisation, such as the Department for Education or Nottinghamshire County Council, that organisation may become an independent controller for the copy it receives. Where a supplier handles information only on the school's instructions, it acts as a processor under a written contract.

The school's Data Protection Officer advises the school, monitors compliance and provides an independent contact point. The school remains responsible for its compliance as data controller.

The information we may collect and use

- name, title, date of birth, contact details, address and postcode
- governance role, category, appointing body, term-of-office dates, governor identifier and attendance
- application, election, appointment, skills, experience, training and induction information
- identity, eligibility, disqualification, section 128 and suitability checks where applicable
- Disclosure and Barring Service, section 128, bankruptcy, disqualification and other regulatory information where lawfully required
- business, financial, pecuniary, related-party and conflict-of-interest declarations, including relevant interests of connected people where required
- committee membership, minutes, reports, decisions, voting, correspondence and records of governor monitoring
- expenses, payment and financial information where applicable
- health, disability, accessibility and reasonable-adjustment information
- conduct, complaint, investigation, safeguarding, suspension or removal information where relevant
- photographs, biographies, website information, CCTV, visitor and site-access records
- school email, account, device, communication, security and audit information.

Why we use governance information and our lawful bases

Purpose	Lawful basis
Appointing, electing and maintaining an effective governing body	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Meeting statutory governance, transparency, accountability and reporting duties	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Eligibility, safeguarding and suitability checks	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Managing meetings, committees, panels, monitoring, training and governor development	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Managing conflicts of interest, financial controls, expenses, audit and fraud prevention	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Complaints, investigations, legal advice, insurance and legal claims	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Health, safety, accessibility and reasonable adjustments	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Website photographs, biographies and optional communications	Article 6(1)(c) legal obligation or Article 6(1)(e) public task where publication is required and Article 6(1)(a) consent for genuinely optional material.
IT, email, security, CCTV and business continuity	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.

Where we use special category information, the additional conditions which may apply, depending on the purpose, include Article 9(2)(f) for legal claims, Article 9(2)(g) for substantial public interest and Article 9(2)(h) for health or occupational-health purposes. Criminal-offence information is processed only where authorised by law and where an applicable Data Protection Act 2018 condition is recorded.

Where the information comes from

We obtain personal information from a range of sources. These may include:

- you, including application, election, appointment, declaration and training forms
- the governing body, governance professional, appointing bodies and electoral records
- Nottinghamshire County Council and the Department for Education
- the Disclosure and Barring Service, professional bodies, referees and regulatory agencies
- complainants, witnesses, staff, parents, advisers and other people involved in governance processes
- school email, IT, CCTV, visitor and access-control systems.

We will tell you when information must be provided because of a legal or contractual requirement and when providing it is optional. If required information is not provided, the school may be unable to deliver a service, meet a legal duty or protect a child or another person.

Information that may be made public

The school must publish or make available certain governance information. Depending on the legal requirement and role, this may include a governor's name, category, appointing body, term of office, attendance, relevant business and financial interests and governance role. The school will not publish private contact details, dates of birth or other information that is not required or otherwise justified.

The Department for Education records governance information on Get Information about Schools. Some fields are publicly visible and others are restricted to authorised users. The Department for Education is an independent controller for the information it receives.

Who we may share governance information with

We share personal information only where there is a lawful and proportionate reason. We use the minimum information necessary and apply appropriate security arrangements.

- the Department for Education through Get Information about Schools and other statutory processes
- Nottinghamshire County Council and governance support services
- the Disclosure and Barring Service, police, safeguarding partners and regulatory bodies where necessary
- school staff, other governors, authorised panels and governance professionals
- auditors, insurers, the Risk Protection Arrangement, HR advisers, legal advisers and professional consultants
- approved IT, communication, governance, training and records-management providers acting under contract
- members of the public where information must be published or disclosed by law, including under governance-transparency or freedom-of-information requirements.

Department for Education information about governance data and GIAS: GIAS privacy information

How we keep information secure

The school uses appropriate technical and organisational measures to protect personal information against accidental loss, alteration, unauthorised access or disclosure. These include access controls, staff training, secure systems, encryption where appropriate, contractual controls over suppliers, backup arrangements and procedures for responding to suspected personal data breaches.

Access is limited to staff, governors and service providers who need the information for an authorised purpose. Everyone who handles personal information is expected to maintain confidentiality and follow the school's Data Protection and Data Security policies.

How long we keep information

We keep governance information only for as long as it is needed for the purpose for which it was collected, or for a longer period where this is required by law, safeguarding responsibilities, insurance requirements, limitation periods, audit requirements or an active complaint, investigation or legal hold.

Retention periods and the criteria used to determine them are set out in the school's Records Retention Schedule. When information is no longer required, it is securely deleted, destroyed or anonymised. Disposal will be suspended where records are relevant to an active request, complaint, investigation, safeguarding matter or legal proceedings.

Information processed outside the UK

Some organisations providing services to the school may process personal information outside the UK. Where this happens, the school will ensure that an appropriate lawful safeguard is in place. Further information about a specific transfer can be requested from the Data Protection Officer.

Your data protection rights

Depending on the purpose and lawful basis being used, you may have the right to:

- be informed about how your personal information is used
- ask for access to your personal information
- ask for inaccurate or incomplete information to be corrected
- ask for processing to be restricted in certain circumstances
- object to processing in certain circumstances
- ask for personal information to be erased where the right applies
- receive information in a portable format where the right applies
- withdraw consent at any time where consent is the lawful basis
- make a data protection complaint to the school and complain to the Information Commissioner's Office.

These rights are not absolute and do not all apply to every use of information. For example, the school may need to keep information to meet a legal obligation, perform its public functions, protect a child or another person, establish or defend legal claims or preserve an accurate historical record.

How to make a request or complaint

A Subject Access Request or other rights request may be made verbally or in writing. You do not have to use a form or quote data protection law. Please provide enough information to help us identify you and locate the information requested. We may ask for proportionate evidence of identity or authority where this is reasonably necessary.

We normally respond to a Subject Access Request within one month. In limited circumstances, the law allows the time limit to start later, be paused or be extended. We will explain this if it applies to your request. School closure periods do not suspend statutory timescales.

You may also make a data protection complaint if you believe the school has not used personal information lawfully or appropriately. We will acknowledge a data protection complaint within 30 days, take appropriate steps to investigate without undue delay, keep you informed where necessary and explain the outcome without undue delay. A complaint and a rights request are separate processes even where they arise from the same correspondence.

School and Data Protection Officer	Information Commissioner's Office
Mapperley Plains Primary and Nursery School Central Avenue Mapperley Nottingham NG3 5LD Telephone: 0115 964 9360 Email: DPO@mapperleyplains.notts.sch.uk	Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Helpline: 0303 123 1113 Website: ico.org.uk/make-a-complaint

The school may need to retain signed minutes, decision records, governance declarations and other records for substantial periods because they evidence the school's governance, statutory decisions and accountability. The school's Records Retention Schedule provides the applicable periods and criteria.

Related information

This notice should be read alongside the following school documents, available on the Data Protection and Privacy section of the school website or from the school office:

- Data Protection Policy
- Data Security Policy
- Governors' Code of Conduct
- Register of Business and Financial Interests arrangements

Get Information about Schools privacy information

Department for Education privacy information for the education workforce and governance roles

Changes to this notice

We may update this notice when the law, official guidance or the school's processing arrangements change. Material changes will be communicated through an appropriate school channel. The current version will be published on the school website.