

Lantern Lane Primary & Nursery School

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

The categories of governance information that we process include:

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, title, date of birth, address, postcode, telephone number and email address)
- governance details (such as governor category, role, committee membership, term of office, start and end dates, attendance records and governor ID)
- business and financial interests (including declarations of interest and related party information)
- eligibility and appointment information (including details used to confirm eligibility to serve as a governor)
- safeguarding and suitability information (including DBS status, section 128 checks where applicable, and declarations relating to safeguarding requirements)
- training and development records (including governor induction, safeguarding training and other professional development undertaken in the governor role)
- governance correspondence and communications
- complaints, investigations or disciplinary information relating to governance duties, where applicable
- meeting information (including attendance records, minutes, resolutions and voting records where appropriate)
- information required for statutory returns and publication requirements

This list is not exhaustive. The school may process other governance-related information where necessary to fulfil its legal obligations, support effective governance and comply with statutory requirements.

Why we collect and use governance information

The personal data collected is essential, in order for the school, academy or academy trust to fulfil their official functions and meet legal requirements.

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

- a) to meet the statutory duties placed upon the governing body of the school
- b) to maintain and publish accurate records of governance arrangements
- c) to enable effective governance, strategic leadership and accountability
- d) to facilitate communication with governors and governance stakeholders

- e) to organise and administer governing body and committee meetings
- f) to record governor attendance, monitoring activities and participation in governance functions
- g) to maintain records of governor appointments, terms of office and categories of governance
- h) to monitor and manage declarations of interest and ensure compliance with governance requirements
- i) to undertake safeguarding and suitability checks where required
- j) to support governor induction, training and professional development
- k) to complete statutory returns and comply with Department for Education (DfE) requirements, including information published through Get Information About Schools (GIAS)
- l) to support the effective management, administration and operation of the school
- m) to comply with legal, regulatory and safeguarding obligations.

Article 6

- **Article 6(1)(c) - Legal obligation**, where processing is necessary for compliance with a legal obligation to which the school is subject.
- **Article 6(1)(e) - Public task**, where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the school and governing body.

Article 9

Where we process special category personal data, such as information relating to safeguarding, health or equality monitoring, we rely upon one or more of the following conditions under Article 9:

- **Article 9(2)(b) - Employment, social security and social protection**
- **Article 9(2)(g) - Substantial public interest**
- **Article 9(2)(h) - Health and social care purposes**, where applicable

The legislation and guidance that support these lawful bases include:

- Education Act 1996
- Education Act 2002
- School Governance (Constitution) (England) Regulations 2012
- Governance Handbook
- Keeping Children Safe in Education
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

Lawful basis linked to the purposes above

- For the purpose **a)** above, we process personal information in accordance with the legal basis of **legal obligation**.
- For purposes **b) to m)** above, we process personal information in accordance with the legal bases of **legal obligation** and **public task**, as appropriate.

Collecting governance information

- governor contact and appointment forms;
- information provided directly by governors;
- election and appointment processes;
- declarations of interest forms;
- governing body records and meeting attendance records;
- training and development records;
- safeguarding and suitability checks where applicable; and
- information provided by the local authority, the Department for Education (DfE) or other governance organisations where relevant.

Most governance information is collected directly from governors. However, in some circumstances, information may also be obtained from appointing bodies, the local authority, the Department for Education, Disclosure and Barring Service (DBS) checks, training providers and other organisations involved in supporting school governance.

We collect and process governance information to meet our statutory responsibilities and to support the effective operation of the governing body

Governance roles data is essential for the school, academy or academy trust'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.

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 see our Data Protection Policy.

Who we share governance information with

We routinely share this information with:

- Nottinghamshire County Council
- The Department for Education (DfE)
- The school's governance support provider, where applicable
- Disclosure and Barring Service (DBS) and other statutory bodies where required to fulfil safeguarding and suitability requirements
- External auditors, inspectors and regulators, where required by law
- Training providers that support governor development and statutory training requirements

Why we share governance information

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 share governance information to:

- fulfil our statutory duties as a maintained school;
- support the effective operation of the governing body;
- maintain accurate records of governor appointments, terms of office and governance arrangements;
- meet safeguarding and suitability requirements;
- comply with Department for Education and local authority requirements;
- provide governor training and development opportunities; and
- meet legal, regulatory and audit requirements.

Information is shared securely using approved methods, including secure online portals, encrypted email and restricted-access systems. Governance information is retained in accordance with the school's Data Protection Policy

Local authority

We are required to share information about our governance roles with our local authority to support school governance functions and to enable the local authority to fulfil its statutory responsibilities in relation to maintained schools.

This processing is carried out in accordance with:

- Education Act 1996
- Education Act 2002
- The School Governance (Constitution) (England) Regulations 2012
- The Governance Handbook
- The School Information (England) Regulations 2008, where applicable

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:

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

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:

Manjit Heer

Data Protection Officer

DPO For Schools
350 Loughborough Road
Leicester
LE4 5PJ

Email: info@dpoforschools.co.uk

Telephone: 0116 261 3211

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](#)

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:

Manjit Heer

Data Protection Officer

DPO For Schools
350 Loughborough Road
Leicester
LE4 5PJ

Email: info@dpoforschools.co.uk
Telephone: 0116 261 3211

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 **16th September 2026**.

Contact

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

Manjit Heer

Data Protection Officer

DPO For Schools
350 Loughborough Road
Leicester
LE4 5PJ

Email: info@dpoforschools.co.uk
Telephone: 0116 261 3211

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>