THE QUILL C OF E TRUST

Governor Privacy Notice

Version Control

Version	Date	Author	Changes Made
1.0	26.02.2021		Text updated to reflect end of Brexit transition and updates references from the General Data Protection Regulation (GDPR) to the UK General Data Protection Regulation (UK GDPR) (SchoolPro TLC).
1.1	17.10.2022		Text updated in 'Requesting Access to Your Personal Data' to reflect new DfE wording regarding data subject rights. Bullet point list has been updated as well as introductory text to the list (SchoolPro TLC).
1.2	11.08.2023		Text updated in 'How the Government Uses Your Data' to include some text minor changes. The changes are mostly to change references to the DfE to 'Department for Education (DfE)' in all cases and remove statistics on pupil data shares (SchoolPro TLC).
1.3	01.11.2026		Revised complaint handling section to reflect Section 164A DPA 2018 (as amended by DUAA 2025). Individuals must now submit complaints directly to the organisation. Links to government publications have been updated in the section "How to Find Out What Personal Information the Department of Education (DfE) Hold About You".

Privacy Notice (How We Use Personal Information)

The categories of governance information that we process include:

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details, address and postcode).
- Governance details (such as role, committee membership, term of office, start and end dates, attendance records and Governor/Trustee ID).
- Eligibility and suitability information (such as declarations of interests, business interests, governance training records and eligibility to serve).
- Disclosure and Barring Service (DBS) information, where required for the role, including DBS check status, certificate number, date of issue and evidence of checks undertaken.
- Special category personal data, where necessary and lawful to process.
- Criminal offence data, where relevant to safeguarding and suitability requirements.

Why we collect and use governance information

The personal data collected is essential, in order for the Trust and it's academies to fulfil their official functions and meet legal requirements. We collect and use governance information for the following purposes.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing governance information are:

- **Article 6(1)(c) UK GDPR** – processing is necessary for compliance with a legal obligation to which the school or academy trust is subject.
- **Article 6(1)(e) UK GDPR** – 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 or academy trust.

The legislation supporting these lawful bases includes:

- UK General Data Protection Regulation (UK GDPR);
- Data Protection Act 2018;
- Education Act 1996 (including Section 538);

In addition, where we process special category personal data, we do so in accordance with one or more of the conditions set out in Article 9 of the UK GDPR.

Where we process information relating to criminal convictions and offences, we do so in accordance with Article 10 of the UK GDPR and the relevant conditions set out in Schedule 1 of the Data Protection Act 2018.

Further information regarding the conditions relied upon for processing special category and criminal offence data can be found in the Trust's Data Protection Policy.

Collecting Governance Information

Governance 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. 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 governance information securely and retain it only for as long as necessary in accordance with our statutory obligations and our Records Retention Schedule. Details of how long we keep different categories of personal information, how information is stored, the security measures we have in place to protect personal data, and our arrangements for the safe use and disposal of information can be found in our Data Protection Policy.

These documents are available on our website at The Quill C of E Trust - Policies

Who we share governance information with

We routinely share governance information with:

- the Department for Education (DfE);
- the Education and Skills Funding Agency (ESFA);
- our Multi Academy Trust and its member academies;
- our local authority (where applicable);
- external auditors and regulators where required;
- professional advisers, legal representatives and insurers where necessary;
- providers of governance and compliance systems used by the Trust.

Why we share governance information

We do not share information about individuals in governance roles with anyone without consent unless the law permits or requires us to do so. We share governance information to:

- meet our legal and regulatory obligations;
- maintain accurate governance records;
- fulfil our reporting requirements to regulatory bodies;
- support the effective governance and administration of the Trust; and
- comply with safeguarding, financial, and audit requirements where applicable.

Information is shared securely through approved electronic systems, secure email, encrypted file transfer methods, or by other secure means in accordance with our Data Protection Policy and Information Security arrangements.

Department for Education (DfE)

We are required to share information about individuals in governance roles with the Department for Education (DfE) in accordance with the requirements of the Academies Trust Handbook and other applicable education legislation.

Governance information is submitted through the Get Information About Schools (GIAS) service and other approved DfE systems where required.

The Department for Education holds this information under its own privacy and security arrangements.

Further information about how the DfE uses data can be found in the section "How Government Uses Your Data". We may share governance information with:

- the Department for Education (DfE);
- auditors and professional advisers where required for statutory, financial, or governance purposes;
- regulatory and safeguarding bodies where we are legally required to do so.

Requesting Access To Your Personal Data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, email: enquiries@thequillcofetrust.org

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- have your personal data rectified if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; or
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern or complaint 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 https://ico.org.uk/concerns/

For further information on how to request access to personal information held centrally by the DfE, please see the 'How Government uses your data' section of this notice.

Complaints
If you have any concerns about how we collect or use your personal information, you should raise your concern with us in the first instance by contacting our Data Protection Officer:

Data Protection Officer
Name: SchoolPro TLC
Email: contact@schoolpro.uk
Telephone: 01452 947633
Address: Commercial House, 2 Abbeymead Avenue, Gloucester, GL4 5UA
Website: Contact and Help Page SchoolPro TLC | SchoolPro TLC

You also have the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

Information Commissioner's Office
Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Helpline: 0303 123 1113
Website: **www.ico.org.uk**

Last Updated
We may update this privacy notice from time to time to reflect changes in legislation, guidance, or our privacy practices. We encourage you to review it periodically. Last update: November 2026.

Contact
If you would like to discuss anything in this privacy notice or have questions about how we use your personal information, please contact:

Data Protection Officer
Name: SchoolPro TLC
Email: contact@schoolpro.uk
Telephone: 01452 947633
Address: Commercial House, 2 Abbeymead Avenue, Gloucester, GL4 5UA
Website: Contact and Help Page SchoolPro TLC | SchoolPro TLC

How Government uses your data

The governance data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will 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
- allows 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 National database of governors - GOV.UK

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 DfE hold about you

Under the terms of UK GDPR, you're entitled to ask the 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 DfE, you should make a 'subject access request'. See the guide for details: Requesting your personal information from the Department for Education - GOV.UK

Further information on what personal information the DfE holds about you is published in the privacy notice for education providers' workforce, including teachers. This is available below:
Privacy information: education providers' workforce, including teachers - GOV.UK