Summerhill School

Privacy Notice (How we use information about Governors and Volunteers)

Summerhill School collects and processes personal data relating to Governors and Volunteers who are engaged to work with us. Summerhill School is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations. This privacy notice will inform you about why Summerhill School collects and processes a range of information about you.

The categories of information that we collect, process, hold and share include:

- personal information (such as name, address and contact details, where appropriate details of your bank, national insurance number, information about your marital status, next of kin, dependants and emergency contacts)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- information about your engagement with us (such as start dates, terms and conditions of your engagement, your role as a Governor, hours engaged, activities you have engaged with)
- qualifications (such as skills and experience, where relevant)
- Information about your criminal record.
- details of any disciplinary or grievance procedures in which you have been involved (such as any warnings issued to you and related correspondence)
- information about medical or health conditions (such as whether or not you have a disability for which the organisation needs to make reasonable adjustments).
- Details of any previous Governor posts.
- Details of referees.
- Photograph (for identification)

Summerhill School collects this information in a variety of ways. For example, data might be collected through a Governor/Volunteer application form; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during your engagement; from correspondence with you; or through meetings or other interaction with you.

In some cases, Summerhill School may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

Why we collect and use this information

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

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

- enable the development of a comprehensive picture of who is operating within the school and how everyone is deployed
- ensure we meet statutory requirements in terms of our Governing body.
- maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency).
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace.
- operate and keep a record of performance and related processes, to undertake skills analysis, and for succession planning and management purposes.
- to ensure that we comply with duties in relation to individuals with disabilities and meet our obligations under health and safety law.
- respond to and defend against legal claims
- maintain and promote equality in the workplace.
- To ensure Safeguarding requirements are met, including ID badges
- To request references.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out obligations under Health and Safety and Disability Discrimination Act (such as those in relation to Governors/Volunteers with disabilities).

The lawful basis on which we process this information

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are

6.1 (a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes, in their role as a Governor (Article 6, 1 (a))

6.1 (c) for the purpose named above in accordance with the legal basis of Legal Obligation.

(e) 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 controller.

All maintained school governing bodies, under section 538 of the Education Act 1996 and academy trusts, under the Academies Financial Handbook have a legal duty to provide the governance information as detailed above.

In terms of processing special category data the following will apply:

Article 9.2 (c) processing is necessary to protect the vital interests of the data subject

Article 9.2 (g) processing is necessary for reasons of substantial public interest and is authorised by domestic law.
Under UK legislation the lawful basis is given under the following Acts:

- Section 13(a) of the Education Act 1996
- Section 22 and Schedule 6 of the Education Act 2022
- Section 31 (1a&b), (2a) of the School Governance (Constitution)(England) Regulations 2012.

Collecting governor information

We collect personal information via application forms.

Governor 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 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 governor 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 speak to the School Business Manager.

For further information regarding where data is held and security arrangements, please refer to the Data Protection Policy, Information Security Policy and Password Policy. Governors and volunteer's data will be given the same level of protection as staff within these policies.

Who we share governor information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- Governorhub (national information service used by governors to give guidance, insight and advice)

Local authority

We are required to share information about our governors with our local authority (LA) to comply with our legal obligations, such as safeguarding concerns, making a decision about your recruitment and employment, assessing qualifications for a particular job or task, gathering evidence for possible grievance or disciplinary hearings.

The lawful basis to share information about our governors / volunteers with our local authority (LA) is contained under section 538 of the education Act 1996.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our Governors with the Department for Education (DfE) under section 538 of the Education Act 1996

All data for Governors is entered manually on the "Get Information About Schools" (GIAS) system and held by DfE under a combination of software and hardware controls which

meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

Why we share information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with:

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- the Department for Education
- your family or representatives
- educators and examining bodies
- our regulator, Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- financial organisations
- central and local government
- our auditors
- survey and research organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies

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, contact

YourIG Data Protection Office Service
Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete

- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to 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 about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact 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 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 Mrs Vicki Poole, Business Manager.

Data Use and Access Act 2025 (DUAA)

Under the **Data Use and Access Act 2025 (DUAA),** schools are **required to provide electronic complaints form** for individuals who wish to raise concerns about how their personal data is handled.

If you have a complaint, please complete the DUAA Complaints Form by clicking on this link DUAA Complaints Form

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 November 2026.

Further information

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

YourIG Data Protection Office Service
Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607

How Government uses your data

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

- will increase the transparency of governance arrangements
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department 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 including the data that we share with them, go to https://www.gov.uk/government/news/national-database-of-governors

Note: Some of these personal data items are not publically available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff 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, unless the law allows it.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

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

To contact DfE: https://www.gov.uk/contact-dfe