



Privacy notice for governors and associate members

This privacy notice explains how Burscough Village Primary School collects, uses, stores and shares personal information about members of its governing board, including governors and associate members.

The categories of governance information that we process include:

- personal identifiers and contact details, including name, address, postcode, telephone number, email address and date of birth
- governance details, including role, appointing body, term of office, start and end dates, attendance, committee membership, responsibilities and governor identifier
- relevant business, financial and other interests, including relationships with school staff or other governors
- training and skills information
- eligibility, identity and safeguarding-check information where required by law
- records of meetings, decisions, correspondence and actions connected with governance

Why we collect and use governance information

The school processes governance information so that its governing board can operate effectively, transparently and in accordance with its legal and public duties.

The personal data collected is necessary for Burscough Village Primary School and its governing board to fulfil their official functions and meet legal requirements.

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

- support the effective administration and operation of the governing board and its committees
- maintain accurate records of appointments, terms of office, attendance, interests, training and responsibilities
- communicate about meetings, papers, decisions, training and other governance business
- meet statutory reporting, accountability, safeguarding and transparency duties
- submit required governance information to Lancashire County Council and the Department for Education
- manage access to GovernorHub and other approved school systems used for governance
- respond to queries, complaints, audits, inspections and legal or regulatory requests

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we normally process governance information because it is necessary to comply with a legal obligation and/or to perform a task in the public interest or in the exercise of official authority. Where appropriate, we may also process information because it is necessary for a contract, to protect vital interests or on the basis of consent. We will identify the applicable basis when information is collected.

- UK GDPR Article 6(1)(c): processing is necessary to comply with a legal obligation
- UK GDPR Article 6(1)(e): processing is necessary to perform a task in the public interest or in the exercise of official authority
- relevant education and governance legislation, including the Education Act 1996 and maintained-school governance regulations

As a local authority maintained school, Burscough Village Primary School has a legal duty under section 538 of the Education Act 1996 to provide required governance information.

Where we need to process special category personal data, we will rely on an appropriate condition under UK GDPR Article 9 and, where required, Schedule 1 of the Data Protection Act 2018. This may include substantial public interest or employment, social security and social protection law. We will only collect such information when it is necessary and proportionate.

Collecting governance information

We collect personal information directly from governors and associate members through appointment and declaration forms, correspondence and information entered into GovernorHub. We may also receive information from the governing board, Lancashire County Council, the Department for Education and other authorised bodies.

Governance information is essential for the school's operational use. Most information is mandatory, although some may be requested voluntarily. We will explain at the point of collection whether information must be provided and the consequences, if any, of not providing it.

Storing governance information

Governance information is stored securely in GovernorHub and, where necessary, in restricted school systems or secure paper records. Access is limited to authorised users and is managed through appropriate account permissions and security controls.

We retain governance records for the periods set out in the school's records retention schedule and securely delete or dispose of them when they are no longer required. GovernorHub records are managed in accordance with the school's data-protection arrangements and the provider's contractual security and retention controls.

Who we share governance information with

We routinely share this information with:

- Lancashire County Council, where required
- the Department for Education, including through Get Information about Schools
- GovernorHub, as an approved data processor used to administer governance
- authorised school staff, governors, auditors, inspectors, advisers and regulators where access is necessary for their role
- other public bodies, professional advisers or law-enforcement agencies where disclosure is required or permitted by law

Why we share governance information

We only share governance information where there is a lawful basis and the disclosure is necessary. GovernorHub processes information on the school's behalf to provide secure administration, document sharing, meeting management, declarations, training records and communications. Appropriate data-protection terms and access controls apply.

Local authority

We share governance information with Lancashire County Council where this is necessary to support its statutory education functions, governance support, assurance and maintained-school responsibilities.

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 over how your information is collected and used. To exercise your rights or make a subject access request, please contact the school office or the school's Data Protection Officer using the contact details published by Burscough Village Primary School.

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.

Last updated

We may update this privacy notice periodically. Governors and associate members should review the current version when notified of a change. This version was last updated in September 2026.

Contact

If you would like to discuss this privacy notice, exercise a data-protection right or raise a concern, please contact Burscough Village Primary School through the school office and ask for the Headteacher or the school's Data Protection Officer.

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>