



The Grey Coat Hospital

Privacy Notice Policy– Information for Individuals in Governance Roles

POLICY NAME: Privacy Notice Policy for Trust Governance Roles

GOV COMMITTEE: Strategy Committee

LAST POLICY REVIEW DATE: November 2025

POLICY REVIEW SCHEDULE: Annual

Privacy Notice – Information for Individuals in Governance Roles

The Grey Coat Hospital is an Academy Trust. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you. The registered address of the Academy Trust is 57 Palace Street, SW1E 5HU and details of the Data Protection Officer are given at the end of the document.

The categories of governance information that we may collect, use, store and share about those in governance roles include, but is not restricted to:

- Current and previous contact details – title, name(s), address(es), email address, telephone contact details
- Current governance positions (type of role appointed to, any positions held on an academy board and term of office)
- Previous governance positions (type of role appointed to, any positions held on an academy board, terms of office served and reasons for resignations/suspensions)
- Training records (of attendance at organised/commissioned training events)
- Declaration of Business Interests and Related Party forms
- Information provided by individuals as part of an application form to facilitate the appointment procedure

Why we collect governance information

We process personal data relating to governor/trustee or member to assist in the running of the school and to comply with various charity and government regulations associated with holding the role of school governor/ trustee or member of an academy trust.

Our legal basis for using this data

All academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above. The personal data collected is so the school can fulfil their official functions and meet legal requirements. We collect and use governance information, for the following purposes:

To comply with the law regarding Section 72 of the Education and Inspections Act 2006.

To comply with the statutory requirements regarding governance within the Academies Financial Handbook, the Funding Agreement, Articles of Association and Get Information About Schools on the DfE database.

To provide appropriate statutory advice and guidance.

To deliver governor advice, guidance, information and training related to the governance role.

Collecting governance information

The information we collect about governors/trustees or members is provided by either the Foundation Trust or directly to the school.

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. 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 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 contact Susanne Staab, Headteacher.

Who we share governance information with

We routinely share this information with:

- The Department for Education (DfE) including Get Information About Schools (GIAS)
- Appropriate regulators i.e. Ofsted, Regional Schools' Commissioner
- Our local authority (where applicable)
- Other academies within the Trust where it is applicable

Why we share governance information

We are required to share information about individuals in governance roles with the Department for Education (DfE), as directed in Academies Financial Handbook [Academies Financial Handbook](#) and the Department for Education (DfE) under [section 538 of the Education Act 1996](#)

All data 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.

Requesting access to your personal data

Under data protection legislation, you have the following rights:

- 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

To make a request for your personal information, contact Sara Archer, Director of Finance and Operations.

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 DfE, please see the 'How Government uses your data' section at the end of this notice.

Contact

If you would like to discuss anything in this privacy, please contact: Sara Archer sarcher@gch.org.uk or Data Protection Officer:

Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Telephone: 0203 326 9174

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 maintained schools and academy trusts 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 publicly 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.

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