Brandwood Community School

Privacy Notice for Governors/Volunteers

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals working with our school in a voluntary capacity, including governors/volunteers,** (including how we use personal information on Get Information About Schools - GIAS)

Who is responsible for your information

School: (Brandwood Community School) The data controller, which decides how and why personal information is used, is The Governing Body of Brandwood Community School.

Controller contact: Brandwood Community School, Brandwood Street, Bolton. BL3 4BG Email: office@brandwood.bolton.sch.uk Tel 01204 333444. Where another organisation controls particular records, we explain its role when relevant.

Data Protection Officer Service is provided by Global Policing Limited: Email: data@globalpolicing.co.uk. Telephone: 0161 510 2999 (answerphone). Website: www.globalpolicing.co.uk/data. You may contact the school or the DPO about this notice or your rights.

The categories of governor information that we process include:

The categories of information that we collect, hold and share include but are not limited to:

- Personal information (such as name, address);
- Contact details and preference (contact telephone numbers, email addresses, addresses);
- Details of your qualifications, skills, and experience for skills audit purposes;
- References for volunteers;
- Information about criminal records;
- Details of your appointment, including the appointing body, the date of appointment, and term of office;
- Training you have attended in your role as a governor;
- Your attendance and visits to the school in your role as a governor;
- Any roles or leadership responsibilities you hold within the governing body;
- Your business or other charitable interests;
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).

We may also hold personal data about you from third parties, such as information supplied by the appointing body and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

Why we collect and use governance information

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

Maintained schools rely on specific lawful bases under the UK General Data Protection Regulation (UK GDPR):

- UK GDPR Article 6(c) – Legal Obligation**:** Processing is necessary to comply with the law. Specifically, all local authority-maintained school governing bodies have a legal duty under section 538 of the Education Act 1996 to provide governance information.
- UK GDPR Article 6(e) – Public Task: Processing is necessary for the school to perform its official functions and run the institution in the public interest (such as organizing governance and managing volunteer roles).
- UK GDPR Article 9 & Article 10 (Special Category / Criminal Conviction Data): Where sensitive data (such as health/disability information for adjustments, or DBS/criminal record checks for safeguarding) is processed, schools rely on conditions such as Article 9(g) (substantial public interest) and statutory safeguarding requirements like *Keeping Children Safe in Education*.

• Consent: Where certain optional data or specific non-statutory processing activities occur outside of legal or public duties, processing relies on the explicit consent of the governor (which can be withdrawn at any time)

[Under the UK General Data Protection Regulation (GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are: We collect and use governor information to enable us to run the school and provide education as permitted under Article 6(1) of the General Data Processing Regulation which permits processing for tasks carried out in the public interest or for our official functions and Article 9(2)(g) which permits processing of sensitive data which is necessary for reasons of substantial public interest.

- for the purpose a) named above in accordance with the legal basis of legal obligation
- Enable you to serve as a governor
- Enable us to comply with our statutory safeguarding obligations
- Ensure we comply with our instrument of governance/terms of reference
- Support effective governor development
- Support effective management of the school
- Fulfil statutory reporting to the Department for Education
- Complete equalities monitoring and reporting
- Respond to any governance issues
- Improve the management of workforce data across the sector
- Support the work of the school teachers' review body
- Assess the quality of our services
- Comply with the law regarding data sharing

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data. Where we have obtained consent to use governors' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

Collecting Governor Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain your information to us or if you have a choice in this. Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

- personal identifiers, contacts and characteristics (such as name, date of birth, contact
- details and postcode)
- governance details (such as role, start and end dates and governor ID)
- register of any pecuniary interests or conflicts of interests
- a record of attendance at Governing Board meetings
- contact details (such as email address and telephone number)

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 contact the school.

Who we share governor information with

- The Department for Education - to meet our legal obligations to share certain information
- with it Ofsted
- Our auditors, to ensure our compliance with our legal obligations
- Professional advisers and consultants – for us to develop our service to best provide our
- public service
- Police forces, courts, tribunals

If we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Why we share governor information

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

Local authority

We are required to share information about our governors with our local authority (LA) on a statutory basis to

- Ensure openness and transparency in our governance structures
- Avoiding conflict of interest for the purposes of financial accountability
- To conduct work in accordance with the Nolan principles of public life.
- To enable governors to access training opportunities and to enable governing board development.

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 is entered manually on the 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 right to request access to information about you that we hold.. To make a request for your personal information, contact Miss Vivien Lowe. The school also has an independent Data Protection Officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

• Telephone (answerphone) 0161 212 1682
• Email data@globalpolicing.co.uk
• Website www.globalpolicing.co.uk/dataquest for your personal information, contact our Data Protection Officer via the school office.

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 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 of this notice.

Data relating to criminal convictions or offences:

Under GDPR we are allowed to process information relating to criminal convictions (includes all DBS checks even if they show no convictions/offences) as we are doing so in an official capacity or have specific legal authorisation to do so.

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 5th November 2026.

Further information

If you would like to discuss anything in this privacy notice, please contact our Data Protection Office at Global Policing by email on data@globalpolicing.co.uk or Tom Powell, (Head of Internal Audit and Risk), Bolton Council, 3rd Floor, Town Hall, Bolton, BL1 1RU For any additional information please contact Vivien Lowe, Business Manager, Brandwood Community School, email: 0ffice@brandwood.bolton.sch.uk.

Website - www.bolton.gov.uk or email - schools.DPO@manchester.gov.uk

Reviewed 5th November 2026