Langrish Primary School

Ramsdean Road, Stroud, Petersfield, Hampshire GU32 3PJ
W: langrish.hants.sch.uk
T: 01730 263883

Langrish School Privacy Notice for Governors

The categories of governance information that we process include:

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details and post code)
- Governance details (such as role, start and end dates and governor ID)

Why we collect and use Governance information

We use the data listed above to:

a) Establish and maintain effective governance

b) Meet statutory obligations for publishing and sharing governor details

c) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils

d) Undertake equalities monitoring

e) Ensure that appropriate access arrangements can be provided for volunteers who require them

f) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers and pupils).

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

Use of your personal data for filtering and monitoring purposes

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies and our legal obligations
- Keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network

Collecting governance information

We collect personal information via Governor Services application forms and requests for DBS checks.

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,

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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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals
- Other schools or trusts

Storing governance information
We hold data securely for the set amount of time shown in our data retention schedule. We will dispose of your personal data securely when we no longer need it.

Personal Data Breaches
Langrish School takes the security of personal information seriously and has procedures in place to identify, report, investigate and respond to personal data breaches.
A personal data breach may include the accidental or unlawful loss, destruction, alteration, unauthorised disclosure of, or access to personal information held by the school.
In the event of a suspected or confirmed personal data breach, the school will:

- Take prompt action to contain the breach and minimise any potential harm.
- Report the incident to the school's Data Protection Officer (DPO), who will coordinate the assessment and response.
- Investigate the circumstances of the breach and assess the potential risks to individuals.
- Notify the Information Commissioner's Office (ICO) within 72 hours of becoming aware of the breach, where required by law.
- Inform affected individuals without undue delay where the breach is likely to result in a high risk to their rights and freedoms.
- Record the breach, the actions taken and any lessons learned, and implement appropriate measures to reduce the likelihood of a recurrence.

Governors who become aware of, or suspect, a personal data breach involving school information should report it immediately to the school's Data Protection Officer via the School Office.
The school will manage personal data breaches in accordance with its Data Protection Policy, relevant incident response procedures and applicable data protection legislation.

Who we share governance information with
We routinely share this information with:

- Our local authority (where applicable)
- The Department of Education (DfE)

Why we share governance information
We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so

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Local Authority
We are required to share information about our governors with our local authority (LA) 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 individuals in governance roles with the Department for Education (DfE) under section 538 of the Education Act 1996.

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 Mrs Helen Greenwood – Data Protection Officer in writing via the School Office.

You also have the right:

- 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 it storage but no further processing)
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historic 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 any 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.

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 November 2026.

Contact
If you would like to discuss anything in this privacy notice, please contact Mrs Helen Greenwood – Data Protection Officer in writing via the School Office (adminoffice@langrish.hants.sch.uk)

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

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