

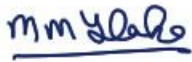


Shires
Multi Academy Trust

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1366 Evesham Rd, Astwood Bank, Redditch, B96 6BD
hello@shiresmat.org.uk | www.shiresmat.org.uk

Privacy Notice 09 - How We Use Personal Information for School and Trust Governance Roles

Document Name: Privacy Notice: School and Trust Governance Roles	Reference: Privacy Notice 09
Owner/Reviewer: Gov Prof/ COO	Review Date: 30 March 2026
Approved by: COO	Approval Date: 30 March 2026
Chair of Trust Board 	Review Frequency: Annually
	Next Review: Spring Term 2027

The Categories of Governance Information That We Process Include:

- Personal identifiers, contacts and characteristics (for example, name, date of birth, contact details, postcode)
- Governance details (for example, role, start and end dates, governor/trustee ID)
- Companies data collection information needed for company records and statutory filings (for example, service address, nationality, occupation, date of birth in the Companies House format, and any information required for the trust's register of people with significant control where applicable)
- Publication and transparency details required for websites and statutory returns (for example, appointing body, term of office, attendance at meetings, relevant business and pecuniary interests, governance roles in other educational institutions, and material interests arising from relationships)
- Criminal records check outcomes/status for eligibility to serve (for example, DBS check outcome recorded as "clear" or "no match")

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.

The personal data collected is essential for the trust to carry out its official functions and meet legal requirements.

We collect and use governance information to:

- For purpose a): Legal obligation (UK GDPR Article 6(1)(c)) and/or Public task (UK GDPR Article 6(1)(e)) where processing is necessary for tasks carried out in the public interest or in the exercise of official authority and has a clear basis in law.

Trusts must meet statutory duties placed it, including publication of governance information and statutory returns to the Department for Education and company records obligations for academy trusts as companies limited by guarantee. Under the [Academies Financial Handbook](#) Trusts have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

We process criminal offence data under Article 10 of the UK GDPR and a): Legal obligation (UK GDPR Article 6(1)(c)) and/or Public task (UK GDPR Article 6(1)(e)) where processing is necessary for tasks carried out in the public interest or in the exercise of official authority and has a clear basis in law.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

Collecting Governance Information

We collect governance information directly from individuals, via statutory systems (for example, DfE returns), and for company records where required for the trust's status as a company limited by guarantee.

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 UK 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 visit [Policies & Information | Shires MAT](#).

Who We Share Governance Information With

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- Companies House (Directors/Members)
- training providers (where necessary to arrange, deliver and evidence mandatory or role-related training, for example safeguarding or Prevent).
- our bankers (for Know Your Customer/mandate administration relating to directors/trustees who are authorised signatories).

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.

Department for Education (DfE)

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:

We are required to share information about individuals in governance roles with the Department for Education (DfE) under the requirements set out in the [Academies Financial Handbook](#)

All data is entered manually on the GIAS system 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 '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 **Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk**. Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- have your personal data rectified if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; or
- not 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 the Department for Education (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 process your personal data based on your consent, you have the right to withdraw that consent at any time.

To request the withdrawal of your consent, please contact our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk. We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies.

Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how we process your personal data, please contact our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay.

If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: [Information Commissioner's Office](#)

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 30 March 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact: **Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk.**

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
- will 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
- allows 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 Department for Education (DfE) Hold About You

Under the terms of UK GDPR, 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'. 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 for education providers' workforce, including teachers. This is available below:

<https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>