

# PRIVACY NOTICE GOVERNORS AND VOLUNTEERS

Brockmoor Primary School • Brierley Hill Primary School

|               |                                               |
|---------------|-----------------------------------------------|
| POLICY OWNER  | Senior Leadership Team                        |
| APPROVED BY   | Governing Body                                |
| APPROVAL DATE | September 2026                                |
| REVIEW DATE   | September 2027 or earlier if guidance changes |
| REVIEW CYCLE  | Annual                                        |

**Aspiration and opportunity for every child**

## Who we are

Black Country Federation comprises Brockmoor Primary School and Brierley Hill Primary School. The relevant school is the data controller for personal information it processes about you. The schools work within a shared federation governance and leadership structure.

## Our Data Protection Officer

YourIG Data Protection Officer Service, Dudley MBC, The Council House, Dudley, West Midlands, DY1 1HF. Email: YourIGDPOService@dudley.gov.uk. Telephone: 01384 815607.

## Why this notice matters

This notice explains how the schools use personal information about people who undertake governance or volunteering roles.

## Information we may collect and use

- identity and contact information
- role, term of office, attendance and governance information
- skills, experience, qualifications and training
- equality information where collected
- safer-recruitment, DBS and criminal-record information where lawful
- health or accessibility information needed for reasonable adjustments
- conflicts of interest and relevant pecuniary-interest information
- system access and activity information where relevant

## Why we use your information

- administer governance and volunteering arrangements
- meet statutory governance and safeguarding duties
- maintain required governance records and returns
- support training, skills development and succession planning
- manage conflicts of interest
- provide reasonable adjustments and protect health and safety
- maintain secure access to school systems and information

## Our lawful basis

We principally rely on legal obligation and public task under Article 6 UK GDPR. Contract may apply in limited circumstances. Special category and criminal offence information is processed only where an appropriate legal condition applies.

## Where information comes from

- you
- governance records and GovernorHub where used
- Dudley MBC
- Department for Education
- Disclosure and Barring Service and referees where applicable

## Who we may share information with

- Dudley Metropolitan Borough Council
- Department for Education, including governance data systems where required
- governance support/clerking services
- Disclosure and Barring Service where applicable

- approved governance and IT service providers
- information that the school is legally required to publish about governance

We only share personal information where there is a lawful basis and it is necessary and proportionate. Where organisations process information on our behalf, we use appropriate contractual and security arrangements.

## How long we keep information

Governance and volunteer records are retained in accordance with statutory requirements and the school's retention schedule, then securely disposed of.

## Keeping information secure

We use appropriate technical and organisational measures to protect personal information. Access is limited to people who need the information for their role. Staff are expected to follow the Federation's data protection, safeguarding and information-security requirements.

## Your rights

Depending on the circumstances, data protection law gives you rights relating to access, correction, erasure, restriction, objection, data portability and automated decision-making. Some rights do not apply in every situation. Requests can be made through the school office or directly to the DPO.

## Concerns or complaints

Please contact the relevant school in the first instance if you have a question or concern. You may also contact the DPO. You have the right to complain to the Information Commissioner's Office.

[Information Commissioner's Office](#)

## Review of this notice

This notice will be reviewed at least annually and whenever there is a significant change to how personal information is used. Where a significant change affects you, we will take reasonable steps to bring it to your attention.