

Collecting governance information

We collect personal information relating to individuals in governance roles through:

- Governor/Trustee appointment forms and eligibility declarations
- Disclosure and Barring Service (DBS) documentation (where applicable)
- Business and pecuniary interest declaration forms
- Skills audits and governance self-evaluation documents
- Direct correspondence (email, telephone, meetings)
- Governance Professional records
- Information provided for entry onto the DfE's Get Information About Schools (GIAS) system
- Companies House records (where applicable to Members and Trustees)
- Annual confirmation and update exercises

Information is provided directly by the individual concerned and is updated regularly to ensure accuracy and compliance with statutory reporting requirements.

Governance roles data is essential for the school, academy or academy trust'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: [URL](#)

The Rise Partnership Trust stores governance information securely in accordance with the UK GDPR and Data Protection Act 2018. Governance records are held within:

- Secure HR and governance management systems
- Secure file management systems
- Encrypted email systems

Access is strictly limited to authorised personnel.

Retention periods are determined in accordance with:

- The Trust's Data Retention Schedule (aligned to IRMS Toolkit for Schools guidance)
- The Trust's Data Protection Policy

For full details, please visit: [URL](#)

All policies are reviewed annually or sooner where legislative changes require.

Who we share governance information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)

In addition to the local authority (where applicable) and the Department for Education (DfE), we may routinely share governance information with:

- The Rise Partnership Trust (where information relates to Local Governing Bodies within the Trust)
- The Education and Skills Funding Agency (ESFA)
- The Charity Commission
- Companies House (for Trustees who are also Directors)
- Disclosure and Barring Service (DBS)
- External auditors and internal scrutiny providers
- Legal advisers engaged by the Trust
- Ofsted (during inspections)
- Governance management software providers (acting as data processors under contract)

All third-party processors are subject to written contracts compliant with Article 28 UK GDPR.

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.

We share governance information where necessary to:

- Comply with legal and statutory obligations
- Meet academy trust reporting requirements
- Ensure transparency and accountability in governance arrangements
- Enable safeguarding and suitability checks
- Fulfil charity and company law obligations
- Meet funding agreement requirements
- Support inspection and regulatory activity

The lawful bases for processing and sharing governance data under UK GDPR are:

- Article 6(1)(c) – Legal obligation
- Article 6(1)(e) – Public task
- Where applicable, Article 6(1)(f) – Legitimate interests
- Where special category data is processed, Article 9(2)(g) (substantial public interest)

Relevant legislation includes:

- The Academies Act 2010
- The Academy Trust Handbook
- The Education Act 2002
- The Companies Act 2006

- The Charities Act 2011
- The Data Protection Act 2018

Data is transferred securely using:

- Encrypted cloud-based systems
- Secure DfE portals (e.g., GIAS, DfE Sign-in)
- Secure file transfer mechanisms
- Encrypted email where appropriate

We do not share governance data outside the UK unless appropriate safeguards are in place.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under the requirements set out in the [academy trust handbook](#).

All data is entered manually on the GIAS service 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 the '[How Government uses your data](#)' section.

Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact Dean Newby, RPT Lead Data Controller, via: dean.newby@therisepartnershiptrust.co.uk

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'.
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.

- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern 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 [raise a concern with ICO](#)

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 are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Dean Newby, RPT Lead Data Controller, via:
dean.newby@therisepartnershiptrust.co.uk

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 24th February 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact: Dean Newby, RPT Lead Data Controller, via: dean.newby@therisepartnershiptrust.co.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
- 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

- allow 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 the Department for Education (DfE) hold about you

Under the terms of the [Data Protection Act 2018](#), 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 (SAR). Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

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