

Who	What					When		Who		Where	
	Description of data	Type if data (Personal) (Specific)		How is it collected?	Legal Basis	What is it used for? (Does it leave the school site?)	Updated	Retention	Who can access it?	Who is it shared with?	Where is it stored? What security measures are in place to protect it?
		PD	SD								
SCHOOL STAFF											
GOVERNORS	GB Application Form Name DOB Address/telephone numbers References	x		GB Application Form	Necessary to carry out tasks in the public interest Legal obligation	Governance (does not leave school site)	As necessary	GB application forms for successful applicants – end of term of office +1 year Unsuccessful application – date of election +6 months	HT AO Clerk to govs	Governor services DfE General public	Application form Single Central Record Website Contact details form Pecuniary Interest Form
	DBS number Proof of identity	x		Number is provided by the individual voluntarily	Necessary to carry out tasks in the public interest	To ensure pupil welfare (safeguarding) (does not leave school site)	As necessary	Term of office +1 year	HT AO Clerk to govs	HT Safeguarding governor OFSTED LA	Single Central Record
	Governor election voting form	X		Via parents completing forms	Governance Public Task	Election of GB	N/A	Date of election +6 months	HT AO Counting panel	General public	Paper copy held in secure cupboard in school office
	Photos		X	School camera, iPads downloaded onto school server	Consent	Public interest (does not leave school site)	As necessary	End of office	HT AO Staff External IT personnel	Relevant school personnel Public (displays, website)	Digitally on school server Website

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GOVERNORS	Meeting attendance and training records	X		Through meeting minutes by clerk to GB	Governance Public Task	Governance and compliance (does not leave school site)	As necessary	Keep in school 6 years and then archive through LCC	HT Clerk to GB All governors	Public	Website Paper copy held in secure cupboard in school office
	Record of all full GB, committee and panel meetings Agendas and signed minutes Governor reports	X		Through meeting minutes by clerk to GB	Governance Public Task	Governance and compliance (does not leave school site)	As necessary	Keep in school 6 years and then archive through LCC	HT Clerk to GB All governors	Public	Paper copy held in secure cupboard in school office