



Privacy Notice — Governors

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Version 1.0 · Issued 14 September 2026 · Next review 14 September 2027 · Data controller: Mereworth Community Primary School, 39 The Street, Mereworth, Kent, ME18 5ND · Data Protection Officer: Satswana Ltd, dpo@satswana.com

This notice explains how Mereworth Community Primary School uses personal information about governors, trustees, members and associate members. It is issued to every governor on appointment from 14 September 2026 and reviewed annually.

Who We Are

Mereworth Community Primary School, 39 The Street, Mereworth, Kent, ME18 5ND, is the data controller. ICO registration Z6064564. Data Protection Officer: Satswana Ltd (outsourced Data Protection Officer), dpo@satswana.com.

What We Hold and Why

We hold: your name, address, telephone numbers and email address; your date of birth and, where required, National Insurance number for identity checks; your category of governor, term of office, appointing body, and any committee and link roles; your business, pecuniary and personal interests, and relationships with staff or other governors; attendance at meetings; training undertaken; your DBS certificate number, date and outcome, section 128 and prohibition check results; your declaration of eligibility; and your contributions recorded in minutes.

We use this information to constitute and administer the governing board, to meet our statutory duties under the School Governance (Constitution) Regulations or our funding agreement and articles of association, to publish the required information about governors, to manage conflicts of interest, to support your training, and to meet safeguarding and safer recruitment duties.

Our lawful bases are legal obligation and public task, together with Article 9(2)(g) and the safeguarding and preventing unlawful acts conditions in Schedule 1 DPA 2018 for vetting information.

Information We Publish

We are required to publish on our website at mereworth.kent.sch.uk, and (for academy trusts) to file with Companies House and record on Get Information About Schools, the following: your name, category of governor, who appointed you, term of office, relevant business and pecuniary interests, any governance roles in other educational institutions, and attendance records. We do not publish your home address, personal telephone number or personal email address without your consent.

Who We Share It With and How Long We Keep It

We share information with the Department for Education, Get Information About Schools, Kent County Council or our trust, the National Governance Association or other training providers where you undertake training, the Disclosure and Barring Service, and Companies House for academy trustees.

Record	Retention period
Term of office and register of interests	Six years after you leave the board.
Minutes	Permanently, as a corporate record.
DBS certificate details	As required by the single central record.
Training records	For the duration of your service plus six years.

Your Rights Over Your Information

You have the right to: be informed about how we use your data; request a copy of it (a subject access request); have inaccurate data corrected; ask for data to be erased where we have no continuing reason to hold it; ask us to restrict processing while a concern is resolved; object to processing based on our legitimate interests or public task; receive certain data in a portable format; and withdraw consent at any time where we have relied on consent.

To exercise any right, contact our Data Protection Officer, Satswana Ltd (outsourced Data Protection Officer), at dpo@satswana.com, or write to the Headteacher at 39 The Street, Mereworth, Kent, ME18 5ND. We respond within one calendar month, and will tell you if we need to extend that for a complex request.

Some rights are qualified. For example, we cannot delete records we are required by law to keep, and we may withhold information where an exemption applies (such as where disclosure would cause serious harm, or would identify a third party or a safeguarding referrer).

If you are unhappy with how we have handled your information, please tell us first so we can put it right. You also have the right to complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF, ico.org.uk/make-a-complaint, 0303 123 1113.

Document Control

Document owner	Clerk to the Governing Body, with Satswana Ltd (outsourced Data Protection Officer)	Version	1.0
Data Protection Officer	Satswana Ltd (outsourced Data Protection Officer) — dpo@satswana.com	Approved by	Governing Body of Mereworth Community Primary School
Senior Information Risk Owner	Miss A. Lavelle	Date of approval	14 September 2026
ICO registration	Z6064564	Review cycle	Annual — next review 14 September 2027