



# **Privacy notice for Governors and other Volunteers**

# Privacy notice for Governors and other Volunteers

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with our school in a voluntary capacity, including Governors.

We, St Mary & St John CEVA Primary School, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Mrs Rachel Wheatley (see 'Contact us' below).

The personal data we hold:

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Full name and address
- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

## **Why we use this data:**

We use the data listed above to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

### **Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by emailing the office on [office@northluffenham.rutland.sch.uk](mailto:office@northluffenham.rutland.sch.uk)

### **Use of your personal data in automated decision making and profiling**

We do not currently process any governors' or other volunteers' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### **Our lawful basis for using this data:**

We will only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

### **Our basis for using special category data:**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law.

Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

### **Collecting this data:**

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **How we store this data:**

We keep personal information about you while you volunteer at our school. We may also keep it beyond your work at our school if this is necessary. Our Retention schedule within the Personal Information Policy sets out how long we keep information about Governors and other volunteers.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

### **Data Sharing:**

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

- *Our Local Authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions and to ensure that it can carry out its statutory duties.*
- *Schools our pupils are moving to – to help us support our pupils who are moving to another school by easing the transition process.*
- *The Department for Education – to meet our legal obligations to share certain information with it.*
- *Government departments or agencies*
- *Our youth support services provider*
- *Our regulator, Ofsted and Peterborough Diocese: Schools Inspection of Anglican and Methodist Schools*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for:*
  - *Abm Catering Ltd*
  - *LEAMIS*
- *Survey and research organisations – to help us fulfil our public task.*
- *Health authorities – to meet our legal obligation to keep our pupils safe.*
- *Health and social welfare organisations – to meet our legal obligation and to protect the pupils.*
- *Professional advisers and consultants – to help us fulfil our public task.*
- *Charities and voluntary organisations – to help us fulfil our public task and to protect the pupils.*
- *Police forces, courts or tribunals – to meet our legal obligations to share information with them.*
- *Professional bodies*

### **Transferring data internationally**

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

### **How to access personal information that we hold about you**

You have a right to make a 'Subject Access Request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

If you would like to make a request, please contact the School Business Manager on [Rachel.wheatley@northluffenham.rutland.sch.uk](mailto:Rachel.wheatley@northluffenham.rutland.sch.uk)

### **Your other rights regarding your data:**

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know first.

To make a complaint, please contact the School Business Manager on [Rachel.wheatley@northluffenham.rutland.sch.uk](mailto:Rachel.wheatley@northluffenham.rutland.sch.uk)

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us:

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact:

The School Business Manager on [Rachel.wheatley@northluffenham.rutland.sch.uk](mailto:Rachel.wheatley@northluffenham.rutland.sch.uk)

*This notice is based on 'The Key' Data Protection: model privacy notice for Pupils, amended to reflect the way we use data in this school.*