



Privacy Notice for Governors and Volunteers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices 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 the school in a voluntary capacity, including governors.

We, Old Fletton Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Julia Law.

The personal data that we hold

Personal data that we may collect, use, store and share (when appropriate) about individuals who volunteer at our school includes, but is not restricted to:

- ❖ Contact details
- ❖ References
- ❖ Evidence of qualifications
- ❖ Employment details
- ❖ Governance details

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- ❖ Race, ethnicity, religious beliefs, sexual orientation and political opinions
- ❖ Disability and access requirements

Why we collect and use this information

The purpose of processing this data is to help us run the school, including 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

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- ❖ Comply with a legal obligation
- ❖ Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- ❖ You have given us consent to use it in a certain way
- ❖ We need to protect your 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 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 the school's use of your data.

Collecting this information

We collect personal information via application forms. Governor data is essential for the school's operational use. While the majority of information we collect from you is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we will make it clear whether providing it is mandatory or optional.

Storing this data

Personal data is stored in line with our Data Protection policy. We maintain a file to store personal information about volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work within the school.

Once your relationship with us has ended, we will retain this file and delete the information in it in accordance with our Records Management Policy, which is available on the school website.

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.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- ❖ Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- ❖ Government departments or agencies - to meet our legal obligations to share information about governors
- ❖ Suppliers and service providers - to enable them to provide the service we have contract them for, such as governor support
- ❖ Professional advisers and consultants
- ❖ Police forces and courts
- ❖ Employment and recruitment agencies

We are required to share information about our governors with the Department for Education (DfE) under section 538 of the Education Act 1996. All data is entered manually in the GIAS system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework. The governor data that we lawfully share with the DfE via GIAS:

- ❖ will increase the transparency of governance arrangements
- ❖ will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- ❖ allows the department 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

To find out more go to <https://www.gov.uk/government/news/national-database-of-governors>. Please note that some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff 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, unless the law allows it.

Your rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. To make a request for your personal information contact our data protection officer.

You also have the right to:

- ❖ object to processing of personal data that is likely to cause, or is causing, damage or distress
- ❖ prevent processing for the purpose of direct marketing
- ❖ object to decisions being taken by automated means
- ❖ in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- ❖ a right to seek redress, either through the ICO, or through the courts

- ❖ the opportunity to withdraw your consent, on such occasions where we are processing your data which you had previously given us consent to use

Updates to this Notice

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 in November 2018.

Complaints

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

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting our data protection officer.

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

- ❖ Report a concern online at <https://ico.org.uk/concerns/>
- ❖ 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, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** email: office@oldfletton.peterborough.sch.uk.