

GDPR Privacy Notice for Governors and other 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' (sometimes called 'fair processing 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.

St Mary's CofE Primary School, is the 'data controller' for the purposes of data protection law. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

The School Business Manager acts as a representative for the school with regard to its data controller responsibilities; they can be contacted at info@stmarys.rbksch.org

Our Data Protection Officer is GDPR Sentry; they can be contacted at info@gdprsentry.com or on 0113 804 2035. Their role is to oversee and monitor the school's data protection procedures, and to ensure we are compliant with the GDPR.

Why do we need your information?

We process data relating to those volunteering at our school in order to support the school 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

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 our use of your data.

Which data is collected?

We process data relating to those volunteering at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

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

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

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

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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 long is your data stored for?

Personal data is stored in line with our data protection policy.

We create and maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.

Data will only be retained for as long as is necessary to fulfill the purposes for which it was processed and will not be retained indefinitely. Once your work with us has ended, we will retain this file and delete the information in it in accordance with the retention schedule set out in the [Information and Records Management Society's toolkit for schools](#).

Will my information be shared?

We do not share information about you with any third party without your 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), the school places data protection requirements on third party processors to ensure data is processed in line with individual's privacy rights.

We may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Professional advisers and consultants – to enable them to advise the school appropriately

- Employment and recruitment agencies – to facilitate the safe recruitment of the school workforce
- Police forces, courts – to meet our safeguarding or legal obligations

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights?

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Request access to the personal data that St Mary's Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed if it would cause, or is causing, damage or distress
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)

Where the processing of your data is based on consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

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 concern about our data processing, please raise this with us in the first instance.

If you have a concern about the way St Mary's Primary School is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted online at <https://ico.org.uk/concerns/> or on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website or download our Data Protection Policy.