

Privacy Notice for School 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' (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 School Governors.

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

The personal data we hold

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

- Contact details and contact preferences
- Date of birth, marital status and gender
- References
- Documents to support an Enhanced Disclosure and Barring Service application, such as copies of Passports, Bank statements, Birth and Marriage Certificates
- Evidence of qualifications
- Employment/employer details
- Photographs
- External CCTV images captured in school
- 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 and sexual orientation
 - Disability, health and access requirements
- Data about your use of the school's information and communication systems (use of the internet etc)

Why we use this data

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 Governor details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Identify you and safely evacuate the school in the event of an emergency
- Enable equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

Our lawful 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

Where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation.

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

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 we store this data

Personal data is stored in line with our school retention schedule, available on our school website.

We 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 work with the school.

When this information is no longer required, we will delete your information in accordance with our school retention schedule.

Data sharing

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) we may share personal information about you with:

- Government Departments or Agencies – to meet our legal obligations to share information about school Governors
- Our local authority – to meet our legal obligations to share certain information with it, such as Governor details

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as Governor/Volunteer support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

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.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the School Office.

You also have the right to:

1. Object to processing of personal data that is likely to cause, or is causing, damage or distress
2. Prevent processing for the purpose of direct marketing
3. Object to decisions being taken by automated means
4. In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
5. Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

**Gloucestershire County Council
School's Data Protection Team
Information Management Service
Shire hall
West Gate Street
Gloucester
Schooldpo@gloucestershire.gov.uk
01452 583619**

Alternatively, you can make a complaint to the Information Commissioner's Office: Report a concern online at <https://ico.org.uk/concerns/> or call 0303 123 1113 or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF