



## **Privacy notice for governors/trustees and other volunteers**

### **Introduction**

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 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 our school/trust in a voluntary capacity, including governors/trustees.**

We, St Peter-in-Thamet CE Junior School, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Alan Martin who contactable via [alan@dataprotectionadvice ltd.co.uk](mailto:alan@dataprotectionadvice ltd.co.uk)

### **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:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs
- 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'/trustees'] 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 lawful basis for using this data**

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- Public task
- Legal obligation
- Vital interests
- Performance of contract
- Consent

## **Our lawful 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, primarily:

- 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
- We need to process it for reasons of substantial public interest as defined in legislation

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.

## **Who we share data with**

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 UK 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 safeguarding concerns
- Government departments or agencies
- Our regulator, [specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate]
- Suppliers and service providers (e.g. catering, HR)
- Our auditors
- Health authorities
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

## **Your rights**

The UK GDPR provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

For more information, please see the ICO website:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

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

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

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
(<https://ico.org.uk/>)

## **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 Lead** has day-to-day responsibility for data protection issues in our school.

Heather Prentice – School Business Manager, who is contactable via the school office (01843) 861430 or by email [office@stpetersthanet.co.uk](mailto:office@stpetersthanet.co.uk)

Our **Data Protection Officer** who supports and advises the school about data protection law:

Alan Martin who is contactable via [alan@dataprotectionadvice.co.uk](mailto:alan@dataprotectionadvice.co.uk)