

# Privacy Notice (How we use governors and volunteers information)

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 in a voluntary capacity for the school, including governors and trustees.

## The categories of information that we collect, process, hold and share on governors and volunteers include:

We process the following personal data relating to those who hold a governing role, or otherwise engage in voluntary work at, our school.

- Personal information (such as name, address, date of birth, contact details and postcode) given on application forms
- References
- Documents to support an Enhanced Disclosure and Barring Service application, such as copies of Passports, Bank statements, Birth and Marriage Certificates
- Evidence of academic qualifications
- Employment details
- Information about business and pecuniary interests
- Photographs and images captured on onsite CCTV
- Data about your use of or access to the school's information and communication systems.

## Why we collect and use this information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use volunteer, trustee and governor information, for the following purposes:

- Establish and maintain effective school governance
- Meet statutory obligations for publishing and sharing [governors'/trustees'] 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 or contact you in School Closure
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers/governors who require them

## **The lawful basis on which we process this information**

We collect and hold your information to enable us to comply with a legal obligation or because we are acting in the public interest or exercising our official authority.

If we need your consent to process your data we will contact you separately about this.

If we believe there is another legal basis for processing your personal data we will advise you of this at the time we collect the data from you.

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 governor and volunteer information**

We collect personal information via governor contact forms or volunteer application forms.

Governor data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## **Storing governor and volunteer information**

We hold volunteer, trustee and governor data securely for the length of time identified in our records management policy. This data is stored securely in line with our records management policy and is only used for purposes directly relevant to your voluntary role with the school.

When your relationship with the school has ended, we will retain and then securely dispose of your personal information in accordance with the guidance in the *Information and Records Management Society's toolkit for Schools* and our retention policy.

## **Who we share governor and volunteer information with**

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 , such as safeguarding concerns.
- the Department for Education (DfE)
- Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor clerk.

## Why we share governor and volunteer information

We do not share information about our governors or volunteers without consent unless the law and our policies allow us to do so.

### Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities. 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 on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## 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, contact the School office on 01323 762269 or [office@pevenseschool.org.uk](mailto:office@pevenseschool.org.uk).

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

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/>

## Data Protection Officer

Peter Questier (East Sussex County Council, Information Governance Team. Children's Services)

However, please contact the school in the first instance if you have a query regarding this privacy notice or how your information is used.

## Data collection requirements

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

**Note:** Some of these personal data items are not publically 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.