# Privacy Notice for Governors, Trustees and Volunteers

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School supported by:

the ict service.

**GDPR DPO Service** provided by The ICT Service

**dpo@theictservice.org.uk** | **01223 752111**
**www.theictservice.org.uk/gdpr-dpo-service**

Training available upon request

# Privacy Notice for Governors, Trustees and Volunteers

Under Data Protection Law, individuals have a right to be informed about how **Isleham Church of England Primary School [3 Malting Lane, Isleham, CB7 5WY]**, uses any personal data 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 and Trustees.

We, Isleham CE Primary School, are the 'Data Controller' for the purposes of Data Protection law.

Our Data Protection Officer is **The ICT Service** (see '**Complaints**' / '**Contact us**' below).

**The personal data we hold:**

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:

- Full name and address
- 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

**Why we use this data:**

The purpose of processing this data is 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.

**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.

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. If you would like to action your withdrawal of consent, please contact Marlene Auberger at office@isleham.cambs.sch.uk

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.

**Our basis for using Special Category data Article 9 – UK GDPR | Fieldfisher :**

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 Data Protection Law:

- We have obtained explicit consent to use the special category 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 a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by the data subject.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

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 data protection law. Conditions include:

- We have obtained consent to use it in a specific way.

- We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by the data subject.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

**Collecting this information:**

While most of the information we collect from you is mandatory, there is some information that you can choose whether to provide to us.

Governance roles 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. To comply with UK-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.

**How we store this data:**

Personal data we collect as part of the job application process is stored in line with Isleham's Data Protection Policy and can be found on the 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 your work with the school.

Once your relationship with us has ended, we will retain this file and delete the information in it in accordance with the school's Retention Schedule. Our current Retention Schedule is available upon request from the school office.

**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 Governors/Trustees.
- Our Local Authority – to meet our legal obligations to share certain information with it, such as details of Governors.
- The Department for Education (DfE)
- 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.
- Employment and recruitment agencies.
- Police forces, courts.

**Department for Education (DfE)**

**Why we collect and use governance information**

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

We collect and use governance information, for the following purposes:

a) to meet the statutory duties placed upon us

Under the **UK General Data Protection Regulation (GDPR) 2018**, the legal basis we rely on for processing personal information for general purposes are:

- for the purpose a) named above in accordance with the legal basis of legal obligation. Please refer to '**Our lawful basis for using this data**' and '**Our basis for using Special Category data**' included within this privacy notice.

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under:

Examples for governance information:

****[For use by local authority-maintained schools only:]**

We are required to share information about our governance roles with the Department for Education (DfE) under section 538 of the Education Act 1996: **Education Act 1996**

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework. For more information, please see the '**How Government uses your data**' section.

**Transferring data internationally:**

Where we transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with Data Protection Law.

**Use of your personal information for marketing purposes:**

Where you have given us consent to do so, the school may send you marketing information by e-mail or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by clicking on the "*Unsubscribe*" link at the bottom of any such communication, or by contacting our school's Data Protection representative (details included in *Your rights* section).

**How government uses your data**

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authority-maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context

- allow the Department for Education (DfE) 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

**Data collection requirements**

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

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in account 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 for Education (DfE) unless the law allows it.

How to find out what personal information the Department for Education (DfE) hold about you Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:
https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter To contact DfE: **https://www.gov.uk/contact-dfe**

**Your rights (at school level):**

**How to access the personal information we hold about you**

Individuals have a right to make a 'Subject Access Request' to gain access to personal information that we hold about them.

If you make a Subject Access Request, and if we do hold information about you, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact Marlene Auberger at office@isleham.cambs.sch.uk

**Other rights regarding your data**

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress.
- Prevent your data being used to send direct marketing communications.
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact Marlene Auberger at office@isleham.cambs.sch.uk

**Complaints:**

We take 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.

To make a complaint, please contact Marlene Auberger at office@isleham.cambs.sch.uk

Current guidance (linked to Data Use and Access Act) states that you should either contact the school and request a copy of their Data Protection 'Complaints' form (this could be online or in word format), alternatively you could consider using the template located using the following url: How to make a data protection complaint to an organisation | ICO. The school has one month to respond to your complaint.

Thereafter, if for whatever reason you are still dissatisfied with their decision, then you should contact the Information Commissioner's Office:

- Report a concern online at Make a complaint about data protection and personal information | ICO
- Call 0303 123 1113 or live chat on Advice services for members of the public | ICO
- Or write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
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You can also contact our Data Protection Officer:

The ICT Service
Email: **dpo@theictservice.org.uk**
Tel: 01223 752111 option 4
Address: South Cambridgeshire Hall, Cambourne Business Park, Great Cambourne, Cambourne, Cambridge, CB23 6EA

Contact us:

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Marlene Auberger at office@isleham.cambs.sch.uk

*This notice is based on the **Department for Education's model privacy notice** for Governance roles (this can also include volunteers) amended to reflect the way we use data in the school.*