



## **Pashley Down Infant School**

### **PRIVACY NOTICE FOR 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 Governors.

We, Pashley Down Infant School, are the 'data controller' for the purposes of data protection law.

#### **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, 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.
- Special categories of data including characteristics information such as gender, age, ethnic group disability/access requirements

#### **Why we collect and use this information?**

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

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

- 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
- Identify you and safely evacuate the school in the event of an emergency
- Ensure that appropriate access arrangements can be provided for volunteers/governors 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

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.

### **Storing governor and volunteer information**

Personal data is stored in line with our data protection policy. We hold and store volunteer and governor data securely in line with our records management policy and it 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 our retention policy. A copy of this policy is available from the office.

### **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
- 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 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

## 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 Pashley Down Infant 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 Pashley Down Infant 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

## Data Protection Officer

Our Data protection Officer is Roger Simmons, email: [rsimmonsltd@gmail.com](mailto:rsimmonsltd@gmail.com)

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.