



St Mary's CE VC First School

Charminster
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Privacy Notice for Governors and other 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' 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, **St Mary's CE VC First School**, are the 'Data Controller' for the purposes of data protection law.

Our data protection officer details are: office@charminster.dorset.sch.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, date of birth, identification documents
- References
- Evidence of qualifications
- Employment details
- Foundation Governor Role - Diocese of Salisbury hold your contact details also
- 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 (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 process it where:

- We need to comply with a legal obligation
- We need to 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 data about you overlap, and there may be several grounds which justify our use of this 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 accordance with the Information and Records Management Society's toolkit for schools <http://irms.org.uk/page/SchoolsToolkit>
Guidance on the retention of Governor records begins on page 37.

Data sharing

We do not share information 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
- Our Local Authority including Governor Services - to meet our obligations to have 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
- Employment and recruitment agencies
- Police forces, courts

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 promoting school events, campaigns, charitable causes or services that may be of interest to you. You can 'opt out' of receiving these e-mails at any time by clicking on the 'unsubscribe' link at the bottom of any communication, or by contacting the data protection officer.

Your rights

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 the school holds about them.

If you make a subject access request, and if we do hold information about your or your child, 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 shared with, 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 illegible 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 our Data Protection Officer.

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,

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information commissioner's Office.

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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 officer: office@charminster.dorset.sch.uk

