



Privacy Notice – Governors, Schoolees and Volunteers

Date Approved by School	July 2024
Statutory Policy	No
Required on Website	Yes
Review Period	2 Years
Next Review Date	July 2026
Reviewed by	DPO

1. Revision History

The below table provides the revision history for this document. Each revision has an associated date, issue number, and description of the changes and/or content. The document revisions appear in descending order, with the most-recent iteration appearing first in the table.

Date	Version	Description	Author
30/05/2024	0.e	3 rd review, no changes	Sarah Burns Data2Action
03/07/2023	0.d	2 nd review no changes	Sarah Burns, Data2Action
15/07/2022	0.c	1 st review no changes	As above
11/06/2021	0.b	Final Approval	Jacqui Ridley
19/05/2021	0.a	Initial Draft	Karen Latimer, Data2Action

2. Document Approval

Document Name	Privacy Notice – Governors, Schoolees and Volunteers	
Publication Date	July 2024	
Prepared by	Sarah Burns, Data2Action	
Approval (Name & Organization)	See cover	Sign

3. Privacy Notice for Governors and Volunteers

Under UK data protection law, individuals have a right to be informed about how the Highfield Community Primary School (the school) 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 local governing committee members and volunteers.

4. Responsibility for Data Protection

The School is the data controller for personal information held by the schools within the School and is registered with the Information Commissioner's Office (ICO), registration number ZA307087.

The Data Protection Officer, Sarah Burns, is responsible for ensuring that the School complies with the data protection law and can be contacted on gdpr@bwcet.com.

The Headteacher in each school is responsible for ensuring that their school complies with the School's policies and procedures in relation to data protection.

We take the security of your data very seriously and have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed.

5. The categories of information processed

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:

- Contact details for example name, address, telephone number, email address, date of birth, residency details, nationality
- References
- Evidence of qualifications
- Information about business and pecuniary interests
- Employment or occupation details
- Post title and commencement date
- Disclosure and Barring certification

We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation, and political opinions.
- Disability and access requirements
- Criminal Convictions

This list is not exhaustive.

6. How and why we collect this information

In the main, we collect this information directly from you. 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
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7. The legal basis for using this information

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
- We need to carry out a task in the public interest
- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the 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 it should you wish to do so.

8. Storing this information

Personal data is stored in line with our Data Protection Policy and Data Retention Policy and Schedule. When it is no longer required, we will securely and permanently delete your information in accordance with our Data Retention Policy and Schedule.

9. Who we share this information with

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
- 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
- Employment and recruitment agencies
- Police forces, courts

10. Transferring data internationally

On occasion, the systems we use to store your data may be located outside of the UK. Where this is the case and your data is transferred outside of the UK, we will ensure that all necessary organisational and technical measures, including appropriate contracts, agreements and clauses, are in place to ensure the data is protected, in accordance with UK Data Protection legislation, always.

11. Your rights regarding your data

Under UK 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 data we hold about you
- Object to the use of your personal data if it would cause, or is causing, damage or distress
- 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 or your data deleted, destroyed, or restrict further processing
- You may also ask us to send your personal information to another organisation electronically in certain circumstances.

To exercise any of these rights, please contact us at highfieldprimary@hcps.org.uk

12. Complaints

We take any complaints about our collection and use of your personal information very seriously. If you think that our collection or use of your personal information is unfair, misleading, or inappropriate, or you have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact us at highfieldprimary@hcps.org.uk or our data protection officer Sarah Burns via gdpr@bwcet.com

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

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

Email: www.ico.org.uk/global/contact-us/email

Call: 0303 1231113