

# Governor and Volunteer Privacy Notice

Please read this notice carefully.  
It contains important information concerning your privacy

Fairfield Endowed CE (c) Junior School is committed to protecting your privacy and the security of your personal information. Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. This privacy notice describes how we collect, use, store and dispose of personal information about you before, during and after your relationship with us as a governor / volunteer.

We, Fairfield Endowed CE (c) Junior School, Buxton, Derbyshire, are the 'data controller' for the purposes of data protection law.

## The personal data we hold

We process data relating to those volunteering at our schools and the trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- 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, e.g. disability and access requirements or criminal records.

## 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.
- Ensure that appropriate access arrangements can be provided for governors or volunteers who require them.
- Undertake equalities monitoring.

## 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)

We have legitimate interests in processing the data – for example, where:

- the clerk may require information to coordinate meetings and distribute information
- a centralised IT system is used for the coordination of governance activities
- training providers require information to coordinate training sessions and distribute information
- relevant associations require information to be able to distribute relevant information directly to governors or volunteers (e.g. National Governance Association)

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 you can withdraw your consent at any time by writing to the clerk / Headteacher.

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.

## **Collecting this information**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. We will make it clear whether you must provide 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 our data protection policy and records management policy.

We maintain a file on site to store personal information about all volunteers. Governor details are held by the clerk. The information contained in these files is kept secure and is only used for purposes directly relevant to your work with the school.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our records management policy Our Record Management Policy sets out how long we keep information and can be found on our website at: [www.fairfield-jun.derbyshire.sch.uk](http://www.fairfield-jun.derbyshire.sch.uk) or is available 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
- 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
- Legal advisors, Police forces, insurers and courts

## **Your rights**

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

Individuals have a right to make a 'subject access request' (SAR) to gain access to personal information that the school or trust holds about them. SAR Forms are available on the school website / from the school office. These should be addressed to Headteacher or the Clerk to Governors in the first instance.

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

### **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
- 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 our data protection officer.

### **Responsibilities of governors and other volunteers**

We are provided with contact details by governors other volunteers for the purposes of communication (email addresses, telephone numbers etc.). Governors other volunteers should inform us in writing of any changes to these details as soon as possible so that our records can be updated and to minimise the risk of the incorrect distribution of personal data.

Data protection enquiries should first be made to the Headteacher / Clerk to Governors.

Our Data Protection Officer is H Tooney.

### **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.

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 5A