

Privacy Notice for School Governors and other Volunteers

Under data protection law, individuals have a right to be informed about how the [school/trust] uses any personal data 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 Sandy Lane Primary School in a voluntary capacity, including governors.

We, Sandy Lane Primary School, are the 'data controller' for the purposes of data protection law.

The information that we hold and share includes:

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:

- Name, contact details
- References and evidence of qualifications
- Type of governor and term(s) of office
- Employment details
- Information about business and pecuniary interests
- Attendance at meetings and training sessions
- CCTV footage

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 collect and use this information

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

The lawful basis on which we process 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
- 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

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.

Collecting this information

While the majority of information we collect from you is mandatory, in some cases some of it may be provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice.

Storing this information

We hold data on local and cloud-based computer systems, as well as on paper. There are strict controls on who can see your information. We will hold data for as long as necessary in line with our retention schedule, after which the information will be securely destroyed.

Who we share this information with and why

We publish some of this information on our website and routinely share some of it with our Local Authority and the DfE as required, e.g. for data returns. We do not share information about school governors with anyone else without consent unless the law and our policies allow us to do so. To find out more about the data collection requirements placed on us by the DfE including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, please contact the school using the details at the end of this document.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like more information about the information that Bracknell Forest Council holds about you, please contact: Data Protection Officer, Bracknell Forest Council, Time Square, Market Street, Bracknell, RG12 1JD. More information and an online form are available via this link:

<https://www.bracknell-forest.gov.uk/council-and-democracy/data-protection-and-freedom-information>

Further information

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer: - dpo@dataprotection.education