

Elmstead Primary School



Governor and Volunteer Privacy Notice

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 Elmstead Primary School collects, stores and uses personal data about individuals working with the School in a voluntary capacity, including governors.

We at Elmstead Primary School, Elmcroft, Holly Way, Elmstead Market, Colchester, Essex. CO7 7YQ, are the 'data controller' for the purposes of data protection law.

Our temporary data protection officer is Mrs Jackie Vaughan.

The Personal Data we hold:

We process data relating to those volunteering at Elmstead Primary School. Some 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 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

Why we use this data:

The purpose of processing this data is to support Elmstead Primary School to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governor's 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 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 the school's use of your 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 line with our Data Protection and Records Management Policies.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with Elmstead Primary School.

Once your relationship with Elmstead Primary School has ended, we will retain this file and delete the information in accordance with our Records Management Policy.

This policy is on our website www.elmsteadprimary.com or a hard-copy is available from our 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:

- Our local authority – to meet our legal obligations to share information about governors
- The Department for Education
- Government departments or agencies – 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.
- Police forces, courts, tribunals

Transferring data internationally:

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Use of your personal information for marketing purposes:

Where you have given us consent to do so, Elmstead Primary School may send you marketing information by e-mail or text promoting Elmstead Primary School, events, campaigns, charitable causes or services that may be of interest to you. Should you wish to 'opt out' of receiving these texts and/or emails at any time please contact the School office or by contacting our data protection officer.

Your Rights

How to access personal information we hold about you:

Individuals have a right to make a '**subject access request**' to gain access to personal information that Elmstead Primary School holds about them.

If you make a subject access request, and if we do hold information about you, 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, 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 intelligible form

You may also have the 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.

Your 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 by 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.

Complaints

We take any complaints about how we collect and use your personal data 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.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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 temporary data protection officer: Mrs Jackie Vaughan on 01206 822889 or bursar@elmstead.essex.sch.uk