



Studham Church of England Village School

Hold my hand God, Lead the way

Privacy Notice for Governors and Volunteers

Under data protection law, individuals have a right to know that any personal information held about them is processed and held securely and confidentially. Studham Church of England Village School (Studham School) complies with this right by providing this privacy notice (sometimes called a fair processing notice) to describe how we collect, use, share and retain personal information about you before, during and after your relationship with us as a governor or volunteer in accordance with the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 2018, jointly referred to as data protection legislation in this privacy notice where appropriate.

We, Studham School at Church Road, Studham, Bedfordshire, LU6 2QD are the “data controller” for the purposes of data protection law and our data protection officer is Paul Burrett.

- 1. The categories of personal data we collect, hold and share include but are not limited to:**

- Personal information (such as name, Date of Birth & National Insurance number);
- Contact details (such as address, telephone number, email contact);
- References;
- Evidence of qualifications, skills, experience and employment where relevant;
- Information about business, posts pecuniary or charitable interests held by you or your family members
- Information acquired as part of your application to become a governor/volunteer including identity checks, Standard or Enhanced Disclosure and Barring Service/disqualification checks, information about bankruptcy, references and other information included in a CV, application form or cover letter or as part of the application process.
- Details of your appointment as governor/volunteer including date of appointment and term of office;
- Any roles or leadership responsibilities you hold within the governing body and details of any attendance and visits to the school in particular official visits carried out by governors;
- Details of attendance and visits to the school as a volunteer;
- Details of training you have undertaken;

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data which require a higher level of protection. This may include information about your:

- race, ethnicity, religious beliefs, sexual orientation and political opinions where this has been provided;
- Disability and access requirements;
- Criminal records, fines and other similar judicial records (these will form part of the Disclosure and Barring Service Checks detailed above);

2. Why we collect and use this data:

Governor and volunteer data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it may be requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or whether you have a choice.

Where you have provided us with your 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.

We only collect and use personal information about 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)

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.

In addition, the processing of your data will enable us to:

- Establish and maintain effective governance
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for individuals who require them

As part of the background checks carried out as described above, we will also hold data relating to criminal records, fines and other similar judicial records.

3. Our lawful basis for using this data:

The lawful basis collecting and using your personal data is defined under Article 6 of the GDPR, specifically these paragraphs apply:

- (c) Processing is necessary to comply with the legal obligations of the controller i.e. to meet statutory obligations for publishing and sharing governors' details;
- (d) Processing is necessary in order to protect the vital interests of the data subject or another natural person i.e. pupils;
- (e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller i.e. facilitate safe recruitment, as part of our safeguarding obligations towards pupils;

The lawful basis for collecting and using your "special category" personal data is further defined in Article 9 of the GDPR, specifically these paragraphs apply:

- (a) You, the data subject, have given explicit consent;
- (b) It is necessary to fulfil the obligations of the data controller or data subject;
- (d) Processing is carried out by a foundation or not for profit organisation (includes religious organisation);

The lawful basis for collecting and using personal data relating to criminal convictions and offences is defined in Article 10 of the GDPR which permits the processing of information of this type broadly speaking for safeguarding purposes.

4. Collecting this information:

While the majority of the information we collect from you is mandatory, there is some information 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 possible consequences are of not complying), or whether you have a choice.

5. How we store data:

Personal data is stored in accordance with our data protection policy which can be found on the Studham School website.

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

When your relationship with Studham School has ended, we will retain and dispose of your personal information in accordance with our record retention schedule, also accessible via the school's website.

6. 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. For example, we may share your data with our suppliers and service providers to enable them to provide the service we have contracted them for, such as governor support or with professional advisors and consultants. Any third-party companies will handle your data in accordance with their data protection policies, please contact the Headteacher if you would like further information regarding this.

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;
- Our Local Authority – to meet our legal obligations to share certain information with it, including details of governors;

- Police forces, Courts;

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.

We offer the opportunity to engage with a third party website, 'Easy Fundraising'.

Where you chose to provide your details to them you share your data with them in line with their own data protection policies which can be obtained by contacting them directly.

7. Why we share your information:

We do not share information about you with anyone without consent unless the law and our policies allow us to do so. The Department for Education (DfE) require us to share some data on a statutory basis. Under s.538 of the Education Act 1996 the Secretary of State requires certain details to be provided about people involved in governance, as volunteered by individuals, and this information must be kept up to date.

To find out more please visit <https://www.gov.uk/government/news/national-database-of-governors>.

8. Requesting access to your personal data:

You have the right to request access to information about you that we hold. To make a request for your personal information contact Paul Burrett on 01582 872337 or admin@studhamschools.org.uk 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 a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

You also have the right to:

- Have your personal data rectified if it is inaccurate or incomplete;
- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Restrict our processing of your personal data, i.e. permit storage but no further processing;
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine rather than a person)
- Seek redress, either through the Information Commissioner's Office (ICO) or the courts;

Where you have provided us with consent to use your data you may withdraw this consent at any time. For example, with your consent Studham School may send you information by letter or email promoting school events that may be of interest to you. You can opt out of these communications at any time by informing school office staff or by using the details in the 'contact us' section below.

9. 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 Paul Burrett on 01582 872337 or admin@studhamschools.org.uk

Alternatively, you can make a complaint to the ICO:

- 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

Where any of your data is being processed with your consent, for example the school sending you information by email promoting school events that may be of interest to you, you have the right to withdraw that consent at any time by informing school office staff or by contacting Paul Burrett as detailed above.

10. Last updated:

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated March 2019.

11. 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:

- Paul Burrett, 01582 872337 or admin@studhamschools.org.uk