

## Privacy notice for Governors and Volunteers

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' (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 we engage as volunteers and governors at our school.

We, Meadowfield School, are the 'data controller' for the use of personal data in line with data protection law.

Our data protection officer is the SPS Data Protection Officer; see 'Who to contact' below.

### The personal data we hold

We process data relating to those we engage as volunteers and governors at our school. Volunteers can include students on work experience, placements from University, College or Sixth Form and any member of the local and school community, including former pupils, who engage with the school but do not receive any form of pay, compensation and/or allowance for the work they do for us.

Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- Name, address and contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Governor type and term of office (governors only)
- Eligibility to be a governor (governors only)
- Detail of any training booked and attended (governors only)
- Details of the course in which you are enrolled and your education provider (work placement volunteers/work experience)
- Some recruitment information as appropriate, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, specialism, working hours, training records and professional memberships
- Safeguarding information, DBS number, Disqualification by Association information
- Attendance and absence data
- Medical and dietary requirements
- Copy of driving license and car registration
- Photographs
- CCTV images

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 and sexual orientation
- Health, including any medical conditions, sickness records and disability status

### Why we use this data

The purpose of processing this data is to help us develop a comprehensive picture of our volunteers and how they are deployed, including to:

- Fulfill our safeguarding obligations towards our pupils
- Meet the statutory duties placed upon us
- Enable ethnicity and disability monitoring
- Improve the management of volunteers' data across the sector
- Report to the DfE and the Local Authority (governors only)

## **Our lawful basis for using this data**

We only collect and use personal information about you if you have provided us with your explicit consent or when the law allows us to. Most commonly, we use it where we need to:

- Fulfil an agreement we have entered into with you
- 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 for the school's operational use, 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.

Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## **How we store this data**

Records are stored securely in paper files and on the school's secure server. Any information contained in the relevant files is kept secure and is only used for purposes directly relevant to your engagement. Once your engagement with us has ended, we will retain this file and delete the information in it in accordance with the [Information and Records Management Society's toolkit for schools](#), available on request from the school office. Governors data will be held for 6 years in line with TEP/KCC's personnel's retention record keeping guidelines, after which time it will be archived or securely destroyed.

CCTV data will not be retained for longer than 31 days except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

Where data is retained for longer than 31 days an electronic file held on a secure central server where specific CCTV image/recordings are retained will be kept. The Data Protection Act and GDPR does not prescribe any specific minimum or maximum retention periods that apply to all systems or footage. Therefore, retention will reflect the School's purposes for recording information, and how long it is needed to achieve this purpose.

## 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 the General Data Protection Regulation, otherwise known as the UK GDPR) we may share personal information about you with:

- Our Local Authority (governors only), for the maintenance of a Governor Database, the communication of statutory changes in legislation, training opportunities and needs and governor vacancies, including reporting. This is under section 30 of the Education Act 2002 and section 538 of the Education Act 1996.
- The Department for Education (governors only), for the publication of governor details on the 'Get Information About Schools' (GIAS) website. Your family or representatives with written consent, to protect your vital interests
- Educators, educational institutions and examining bodies, to fulfill a contract or agreement
- Health authorities, to fulfill a contract
- Health and social welfare organisations, to meet legal obligation such as RIDDOR reporting
- Professional advisers and consultants, to fulfill a contract
- Police forces, courts, tribunals, to meet legal obligation
- Ofsted, to meet legal obligation

## Your rights

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

Under the UK GDPR, individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. You can exercise this right free of charge which allows you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

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 apply in writing, citing your reasons to the Principal.

### *Your other rights regarding your data*

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the UK General Data Protection Regulation.

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting.

To exercise any of these rights, please contact our Principal.

## 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 via SPS DPO Services:

- Email: [sps-dpo-services@isystemsintegration.com](mailto:sps-dpo-services@isystemsintegration.com)
- Address: SPS DPO Services, iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent, BR11 LT

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 5AF


## Who to contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the Principal in the first instance.

Alternatively, you can contact our DPO via SPS DPO Services:

- Email [sps-dpo-services@isystemsintegration.com](mailto:sps-dpo-services@isystemsintegration.com) ;
- Correspondence address: SPS SPO Services, iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent, BR11 LT

This notice is based on the Department for Education's model privacy notice, amended to reflect the way we use data in this school.

	
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## How Government uses your data – Governors Only

The governance data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

### Data collection requirements

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

**Note:** Some of these personal data items are not publically available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

### How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>