



Calshot Primary Privacy Notice (How we use Governor and volunteer information)

Under data protection law, individuals have a right to be informed about how the school 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 the school in a voluntary capacity, including Governors.

The categories of information that we may collect, process, hold and share include:

- personal information (such as name and contact details)
- qualifications (where relevant)
- safeguarding records (such as Single Central Record, security pass and DBS)
- governor photographs (such as displays)
- employment checks (where relevant)
- Information about business and pecuniary interests

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 governor 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 collect and use volunteer and governor information under:

- GDPR Article 6 (1) (e) which states that the processing is for the performance of a task carried out in the public interest or in the exercise of the data controller's official authority where the processing is necessary for the exercise of a function of the Crown, a Minister of the Crown or a Government Department ie. DFE and is a proportionate means of achieving a legitimate aim. This provision covers data.
- GDPR Article 6 (1) (f) which states that processing is necessary for the purpose of the legitimate interests pursued by the controller or a by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data
- GDPR Article 9 (1) (g) which states that processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
- GDPR Article 9 (1) (j) which states that processing is necessary for achieving purposes in the public interest, scientific or historical purposes or statistical purposes in accordance with Article 89 (1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is 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 in this.

Storing data

Personal data is stored in accordance with our data protection policy.

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 the school has ended, we will retain and dispose of your personal information in accordance with our record retention schedule.

We hold data for

- personal information is held for the duration of volunteering or governance at Calshot School and a further 2 years
- qualifications are held for the duration of volunteering at Calshot School and a further 2 years
- safeguarding records are held for the duration of volunteering or governance at Calshot School and a further 2 years
- governor photographs are displayed for the duration of governance at Calshot School
- employment checks are held for the duration of volunteering at Calshot School and a further 2 years
- Business and pecuniary interests information is held for the duration of governance at Calshot School

Who we share information with

We routinely share information with:

- our Local Authority (including School & Governor Support)
- the Department for Education (DfE)

Why we share information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Local authority

We are required to share information about our volunteers and governors with our local authority (LA) under section 5 of the Education Regulations 2007 and amendments.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mr. M. Wingrove (Data Protection Officer)

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

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/>