The Priory Primary School

Governor/Volunteers Privacy Notice

Who processes your information?

Under data protection law, individuals have the right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing a privacy notice 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.

We, The Priory Primary School, Dorsett Road, Wednesbury WS10 0JG, are the ‘data controller’ for the purposes of data protection law. This means that the school determines the purposes for which, and the manner in which, any personal data relating to volunteers is to be processed.

SIPS IT provides our Data Protection Officer and the Data Protection Lead is Mrs Dickenson, School Business Manager.

The personal data we hold

We process data relating to those volunteering at our school. Personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Next of kin
- Date of birth, marital status and gender
- Copy of driving license or relevant ID documentation
- Photographs
- Evidence of qualifications
- CCTV footage
- Information about business and pecuniary interests

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
- Disability and access requirements

Whilst the majority of information that 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.
Why we use this data

- The Priory Primary School holds the legal right and legitimate interest to collect and process personal data relating to those who work at the school. We process the personal data in order to meet the safeguarding requirements set out in GDPR, UK employment and childcare law, including those in relation to the following:
  - Article 6 and Article 9 of the GDPR
  - Education Act 1996
  - School Staffing (England) Regulations 2009 (as amended)
  - Safeguarding Vulnerable Groups Act 2006
  - The Childcare (Disqualification) Regulations 2009

The purpose of processing this data is to support the school, including 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

Use of your personal information for marketing purposes

Where you have given us consent to do so, The Priory Primary School may send you marketing information by email or text promoting schools events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or ‘opt out’ of receiving these texts and/or emails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our data protection officer.

Storing this information

Personal data is stored in line with our Data Protection Policy and the ‘Information Management Toolkit for Schools’ retention document.

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

When your relationship with The Priory Primary School has ended, we retain this file and delete the information in it in accordance with the 'Information Management Toolkit for Schools' retention document.

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:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – 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/trustee support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

**Requesting access to your personal data**

Under data protection legislation, individuals have a right to make a ‘subject access request’ to gain access to personal information that the school holds about them.

To make a request for your personal information, contact Elaine Dickenson, School Business Manager.

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
- 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/](https://ico.org.uk/concerns/)

**Further information**

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

Elaine Dickenson – School Business Manager
The Priory Primary School

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Declaration

I declare that I understand:

- the Priory Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements
- There may be significant consequences if I fail to provide the personal data that The Priory Primary School requires
- The Priory Primary School may share my data with the DfE, and subsequently the Local Authority
- The Priory Primary School will not share my data to any third party without my consent, unless the law requires the school to do so
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties
- My data is retained in line with The Priory Primary Schools Data Protection Policy and the ‘Information Management Toolkit for Schools’ retention document
- My rights to the processing of my personal data

Name: ………………………………………………………………………………………………………

Signature: ……………………………………………………………………………………………

Date: ……………………………………………………………