SOUTHDALE C of E JUNIOR SCHOOL- GOVERNOR/TRUSTEE & OTHER VOLUNTEERS PRIVACY NOTICE

HOW WE USE GOVERNOR/TRUSTEE & OTHER VOLUNTEERS INFORMATION?

This privacy notice explains how we collect, store and use personal data about individuals working with the school in a voluntary capacity, including Governors/Trustees. We (Southdale C of E Junior School), are the 'data controller' for the purposes of data protection law.

We collect and use personal data under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". The categories of school volunteer information that we collect, process, hold and share include:

- Contact details
- References
- Evidence of qualifications
- Employment details
- 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 may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

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/Trustee 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 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)
- We have legitimate interests in processing the data

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 our use of your data.

COLLECTING THIS INFORMATION

While the majority of the 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.

STORING THIS INFORMATION

Personal Data is stored in accordance with our Data Protection Policy.

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 the school.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our Data Retention Policy

WHO WE SHARE THIS INFORMATION WITH

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 and courts

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, please submit a request in writing, either by letter or email to the Data Protection Officer (please see contact details below). Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

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

Individuals have the right to complain about the way in which an organisation processes their personal data. This is the first stage, before the Information Commissioner will consider a personal data complaint. Please see our Complaints Policy for further information. Our Complaints Policy can be found on our website.

There is also a right to make a complaint to the Information Commissioner, but complaints should be raised with us first by contacting the school at admin@southdale.wakefield.sch.uk

We will acknowledge your complaint within 30 days and respond without undue delay.

The ICO is contactable at:
www.ico.org.uk
Wycliffe House Water Lane, Wilmslow, Cheshire. SK9 5AF Telephone: 0303 123 1113

FURTHER INFORMATION

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

WNTAI Services Ltd (DPO)
Email: dpo@wntai.co.uk
c/o Southdale C of E Junior School,
Southdale Road, Ossett, WF5 8BA