



## Privacy Notice for School 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 Plymouth CAST ('the Trust', 'we', 'us' or 'our') collect, store and use Personal Data about individuals we employ, or otherwise engage, to work at our School.

We are the 'data controller' for the purposes of data protection law.

### Our Details

We are: **St Mary's Catholic Primary School**

Address: **Barn Lane, BODMIN, Cornwall, PL31 1LW**

Information Commissioner's Office Registration Number: **ZA022556151412019**

Our Data Protection Officer is: **Matthew Barnes**

And the contact details are:

**Plymouth CAST  
St Boniface House  
Ashburton  
Newton Abbot  
TQ13 7JL**

### The Personal Data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal Data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information (such as name, address, contact details)
- Special categories of data including characteristics information (such as gender, age)
- Term of office, responsibilities, relevant business and pecuniary interests as recorded on the register
- Next of kin and emergency contact numbers
- Recruitment information, references and other information included in a CV or cover letter or as part of the application process
- Photocopies of ID e.g. passport or driving license
- CCTV images captured in School

### Why we use this data

The purpose of processing this data is to help us run the Trust, including to:

- Enable you to be paid expenses
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Enable ethnicity and disability monitoring
- Ensure the Governing Body functions effectively
- Provide transparency in relation to governance of the STO to ensure the Governing Body functions effectively
- Meet the school's statutory requirements
- Provide transparency in relation to governance of the School

- Provide training and other opportunities to support the Governing Body
- Protect pupil welfare

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

We collect and use governor data under the following conditions contained within Article 6(1) of the General Data Protection Regulations:

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose. (c) Legal obligation: the processing is necessary for you to comply with the law (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Where we process special category data we identify an additional processing condition within Article 9(2) of the GDPR

## **Collecting this 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 school governor information to us or if you have a choice in this.

## **How data will be processed**

Personal Data may be processed in a variety of ways; this will include but is not limited to:

- maintaining written records for educational or employment purposes;
- identification;
- sending by e-mail;
- adding to spreadsheets, word documents or similar for the purposes of assessing Personal Data;

## **How we store this data**

We hold governor and volunteer data for a specified period which is detailed in the School's Retention Schedule which is contained within the IRMS's Information Management Toolkit for Schools. A copy of the retention schedule is available on request from the School's Data Protection Officer.

## **How long we keep data**

We hold governor and volunteer data for a specified period which is detailed in the School's Retention Schedule which is contained within the IRMS's Information Management Toolkit for Schools. A copy of the retention schedule is available on request from the School's Data Protection Officer.

## **Data sharing**

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

We are required to share information about our governors with the Local Authority (LA) to enable the Governing Body to function effectively, with Ofsted and the ESFA for relevant reporting purposes and with the Department for Education (DfE) under section 538 of the Education Act 1996.

## **Transferring data internationally**

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.

## **Your rights**

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

Individuals have a right to make a **'subject access request'** to gain access to personal information that the Trust holds about them.

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 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 contact our data protection officer. We will aim to respond to that request within one month. If responding to your request will take longer than a month, or we consider that an exception applies, then we will let you know.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their Personal Data is used and kept safe. You have the right to:

- Be informed about the collection and use of your Personal Data
- Access your Personal Data (please see above)
- Object to the use of your Personal Data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate Personal Data corrected, deleted or destroyed, or restrict processing
- To receive your Personal Data in a format that can be transferred. We will normally supply Personal Data in the form of e-mails or other mainstream software files.
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## **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 write to our Data Protection Officer courtesy of the Head Teacher at:

**Mrs Alison McDonald, St Mary's Catholic Primary School, Barn Lane, BODMIN, Cornwall,  
PL31 1LW**

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
- ICO Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Changes to this notice**

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This Privacy Policy was last updated on 25<sup>th</sup> May 2018

### **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** courtesy of the Head Teacher at:

**Mrs Alison McDonald, St Mary's Catholic Primary School, Barn Lane, BODMIN, Cornwall,  
PL31 1LW**

*This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.*