

Privacy Notice (How we use Governor and other volunteer information)

Hamsey Primary School processes personal information about its volunteers and is a 'data controller' for the purposes of data protection legislation. We collect information from you.

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

- Personal information (such as name and address);
- Contact details (such as telephone number and email details);
- Employment details;
- Photographs;
- Information about business and pecuniary interests;
- Special categories of information, where applicable (such as race, ethnicity, disability and access requirements).

Why we collect and use this information

The purpose of processing this data is to support the Skylark Federation to:

- Establish and maintain effective governance;
- Meet statutory obligations for publishing and sharing governor details;
- Facilitate safe recruitment, as part of or safeguarding obligations towards pupils;
- Undertake equalities monitoring;
- Ensure that appropriate access arrangements can be provided for volunteers who require them;
- Keep you informed about the running of the school and events;
- Comply with our legal and statutory obligations.

The lawful basis on which we use this information

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation;
- We need to perform an official task in the public interest.

Less commonly, we may also process your personal data in situations where:

- We have obtained 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 would go about withdrawing consent if you wish to do so. Some of the reasons listed above

for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

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 the General Data Protection Regulation, we will inform you whether you are required to provide this information to us or if you have a choice in this.

Storing this data

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

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:

- Our local authority;
- Government departments or agencies;
- Suppliers and service providers-to enable them to provide the service we have contracted them for;
- Professional advisers and consultants;
- Employment and recruitment agencies;
- Police forces, courts.

Why we regularly share this information

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

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information contact Ann Hill, ahill@skylarkfed.education.

If you make a subject access request, and if we do hold information about you, we will:

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- Give you a description of it;
- Tell you why we are holding and processing it, and how long we 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 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;
- seek redress, either through the ICO, or through the courts.

If you have a concern about the way we are collecting or using your personal data, we request 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/>

Data Protection Officer

Caitlin Yapp

However, please contact the school in the first instance if you have a query regarding this privacy notice or how your information is used.