



Shirley Community Primary School Shirley Pre-School

Privacy Notice for Governors and Volunteers

Under data protection law, individuals have a right to be informed about how Shirley Community Primary School uses any personal data we hold about them. We comply with this right by providing 'privacy 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. We, Shirley Community Primary School, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Ian Hoare (see 'Further Information').

The personal data that we collect, process, hold and share includes:

- personal information (such as name, address, email address, telephone numbers)
- information required as part of safeguarding procedures (documents provided as proof of identity, records of statutory safeguarding and pre-employment checks, references)
- special categories of data including characteristics information such as gender, age, ethnic group, religion, marital status, disability and access requirements
- information about business and pecuniary interests
- records of attendance (e.g. at meetings of the Governing Body)
- qualifications and training
- Next of kin and emergency contact names and telephone numbers
- Photographs
- CCTV footage

Why we collect and use this information

We use school workforce data to:

- establish and maintain effective governance
- meet statutory obligations for publishing and sharing governing body details
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- undertake equalities monitoring

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
- Protect your vital interests

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 information to us or if you have a choice in this. 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.

Storing this information

Personal data is stored securely, with controlled access in locked files and electronically on user restricted locations on the school's server. When your relationship with the school has ended we will retain and dispose of your personal information in accordance with the Information Record Management Society's Information Management Toolkit for Schools

Who we share this information with

We routinely share this information with:

- our local authority, (Cambridgeshire County Council)
<https://www.cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/>
- the Department for Education (DfE)
- Education Personnel Management (EPM)
- Ofsted
- Police forces, courts, tribunals

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 Jo Bouttell, School Business Manager or Ian Hoare, Data Protection Officer, both of whom can be contacted by email at office@shirley.cambs.sch.uk

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
- 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/>

Further information

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

Jo Buttell, Business Manager, or Ian Hoare, Data Protection Officer at
office@shirley.cambs.sch.uk