



Eastlea
COMMUNITY SCHOOL

Privacy Notice (Governors/ Volunteers)

Leadership Team Responsibility:	School Business Manager
Presented to Interim Executive Board on:	17th July 2020
Review Date:	July 2023

Privacy Notice - 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 we collect, store and use personal data about **individuals working with the school in a voluntary capacity, including Governors.**

Eastlea Community School is the 'data controller' for the purposes of data protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to :

- 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 includes data about (where applicable) :

- race, ethnicity, religious beliefs, sexual orientation and political opinions
- disability and access requirements

Why we use this data

We use this data to help us run the school, including to :

- establish and maintain effective governance
- meet statutory obligations for publishing and sharing Governor 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

Our legal basis for using this data

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

- comply with a legal obligation
- perform an official task in the public interest

Less commonly, we may also process personal data about you in situations 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 line with reasonable expectations

Where you have provided us with consent to use your personal data, you may withdraw this consent at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn 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

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we will 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.

How we store this data

We keep personal information about you while you are volunteering in our school for as long as is necessary. We may also keep it beyond your association with our school if this is necessary in order to comply with our legal obligations. The information is kept secure, and is only used for purposes directly relevant to your work with the school.

Our Record Retention Policy/Schedule sets out how long we keep information about you, and will be in line with the Information and Records Management Society's toolkit for schools.

Data Sharing

We do not share information about pupils with any third party without 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 pupils with :

- our local authority, the London Borough of Newham - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education - to complete public tasks such as submitting statutory census data

- the pupil's family and representatives - to complete public tasks such as reporting to you your child's progress and attainment
- educators and examining bodies - to complete public tasks such as carrying out baseline assessments
- our regulator, Ofsted - to meet our legal obligations to share certain information, such as pupil work, attainment records and assessment data
- suppliers and service providers (where necessary) - to enable them to provide the service we have contracted them for such as access to online educational resources
- financial organisations - in the legitimate interests of your child to enable the ordering of school dinners
- our auditors - to meet our legal obligations to ensure financial probity and transparency health authorities - to complete public tasks such as NHS checks or where it is deemed there is a vital interest for your child's wellbeing
- health and social welfare organisations - to meet our legal obligations to share certain information with them, such as safeguarding concerns
- professional advisers and consultants - where this is for the purposes of legitimate tasks, such as assessment or supporting your child's wellbeing or attainment
- charities and voluntary organisations - with consent to offer opportunities to participate in events
- police forces, courts, tribunals - to meet our legal obligations to share certain information with them, such as safeguarding concerns
- professional bodies - where we have legitimate interests such as accreditation

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. This will only occur if a pupil transfers to a school outside the EEA.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to :

- object to the use of personal data if it would cause, or is causing, damage or distress
- prevent it 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
- claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the school's DPO, Rebecca Gooby (see contacts below).

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 concerns about our data processing, please raise this with a data protection officer in the first instance.

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
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

For the schools DPO Rebecca Gooby please contact in the following:

Post: Eastlea Community School

Pretoria Road

Canning Town

E16 4NP

Telephone: 020 7 540 0400

Email: info@eastlea.newham.sch.uk

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

dpo@npw.uk.com

020 8249 6900