

Mason Moor Primary School



Privacy Notice - Volunteers and Governors

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. This Privacy Notice has been written to inform volunteers and governors of Mason Moor Primary School what we do with your personal information.

Who is responsible for this information?

Mason Moor Primary School is the Data Controller for the use of personal data in this privacy notice.

The categories of information that we process includes:

- Personal information (such as name, date of birth, contact details and postcode) given on application forms
- Governance details (such as role, start and end dates and governor ID)
- References
- Documents to support an Enhanced Disclosure and Barring Service application, such as copies of Passports, Bank statements, Birth and Marriage Certificates
- Evidence of academic qualifications
- Employment details
- Information about business and pecuniary interests
- Photographs and images captured on onsite CCTV
- Data about your use of or access to the school's information and communication systems.
- Special categories of data including characteristics information such as gender, age, ethnic group disability/access requirements

Governors are also required to declare that they are not disqualified from serving as a governor.

Who do we obtain your information from?

Much of the information we process will be obtained directly from your application form, however, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- The Local Authority
- The Disclosure & Barring Service

Why we collect and use your information?

The personal data collected is essential, in order for the school to fulfil our official functions and meet legal requirements.

We collect and use volunteer and governor information, for the following purposes:

- Establish and maintain effective school governance
- Meet statutory obligations for publishing and sharing [governors'/trustees'] details

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Identify you and safely evacuate the school in the event of an emergency
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers/governors who require them
- Meet our statutory obligations to safeguard children.

Our lawful basis for using this data

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 e.g. to safeguard pupils we have a responsibility for
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

The School relies on Article 6(1)(c) and Article 9(2)(b) of the GDPR to process your personal and special category data.

Storing data

As Data Controllers schools are required to have a Data Protection Policy. Our Data Protection Policy states the amount of time that we will securely hold data and can be found on our website.

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 work with the school. Volunteers are also entered onto the school Single Central Register.

Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed.

Data sharing

Your information will only be made available to those who need it to do their job in relation to your role as a volunteer. This includes the relevant administrative staff.

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 school Governors
- Our local authority – to meet our legal obligations to share certain information with it, such as Governor details
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as Governor/Volunteer support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts
- Disclosure and barring service to conduct criminal record checks, if applicable

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.

Requesting access to your personal data

Under GDPR you have the right to make a 'subject access request' to gain access to the information that we hold. To make a request for your personal information contact Mrs Donna Shorter, School Business Manager on 023 8039 0140 or email finance@masonmoorprimaryschool.co.uk

Depending on the lawful basis above, you may 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
- A right to 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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs Donna Shorter, School Business Manager on 023 8039 0140 or email finance@masonmoorprimaryschool.co.uk

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.

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

Mrs Donna Shorter
School Business Manager
023 8039 0140
finance@masonmoorprimaryschool.co.uk