



Approval date: 6 February 2019
Date to be reviewed: February 2021

Privacy Notice

(How we use governors, trustees and volunteers information)

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 in a voluntary capacity for the school, including governors and trustees.

The categories of information that we collect, process, hold and share on governors, trustees and volunteers include:

We process the following personal data relating to those who hold a governing role, or otherwise engage in voluntary work at, our school.

- Personal information (such as name, date of birth, contact details, address and postcode) given on application forms
- 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.
- 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.
- Governing body work status.

Why we collect and use this information

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

We collect and use volunteer, trustee 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.

The lawful basis on which we process this information

We process this information under –

GDPR Article 6 (1)

1. You have given consent for the processing of personal data.
2. processing is necessary for the performance of a contract.
3. processing is necessary for compliance with a legal obligation
4. processing is necessary in order to protect the vital interests of the Governor/volunteer

GDPR Article 9 (2)

1. You have given explicit consent for the processing of special category personal data
2. Processing is necessary for obligations in the field of employment
3. Processing is in the substantial public interest

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.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting governor, trustee and volunteer information

We collect personal information via Governor contact forms and volunteer application forms.

Governor data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing governor, trustee and volunteer information

We hold volunteer, trustee and governor data securely for 6 years from date of leaving. This data is stored securely in line with our records management policy and is only used for purposes directly relevant to your voluntary role with the school.

When your relationship with the school has ended, we will retain and then securely dispose of your personal information in accordance with the guidance in the *Information and Records Management Society's toolkit for Schools* and our retention policy. A copy of this policy is available on the school website at <https://motcombe.e-sussex.sch.uk/>.

Who we share governor, trustee and volunteer information with

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 – to meet our legal obligations to share certain information, such as safeguarding concerns.
- the Department for Education (DfE)
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor clerk.

Why we share governor, trustee and volunteer information

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

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department for Education (DfE), under:

We are required to share information about our governors with the Department for Education (DfE) under [section 538 of the Education Act 1996](#)

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

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 the school office on office@motcombe.e-sussex.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
- 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, 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/>

Data Protection Officer

Roger Simmons.

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

Data collection requirements

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Note: Some of these personal data items are not publically available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.