

Welbourn Church of England Primary School

High Street
Welbourn
Lincoln
LN5 0NH
Tel: 01400 272798
Email: enquiries@welbourn.lincs.sch.uk



'Believe, Excite, Succeed, Together'

Headteacher: Mrs A Ingamells

Website: www.welbournprimary.co.uk

Privacy Notice for Governors and other volunteers

Under data protection law, individuals have a right to be informed about how the School uses any personal data 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.

School in a voluntary capacity, including Governors

We, Welbourn C of E Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is the School Business Manager (see 'Contact us' below).

The personal data we hold

We process data relating to those volunteering at our School. 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 may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to support the School to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Governors 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 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
- Carry out a task in the public interest

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Less commonly, we may also use personal information about you 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 processing the data

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 our use of your data.

How we store this data

Personal data is stored in accordance with our data protection policy/records management 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 School.

When your relationship with the School has ended, we will retain and dispose of your personal information in accordance with our records management policy.

Data sharing

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 governors/trustees*
- *Our local authority – to meet our legal obligations to share certain information with it, such as details of governors*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support*
- *Professional advisers and consultants*
- *Employment and recruitment agencies*
- *Police forces, courts*

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

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

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will 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 may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

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 concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

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

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

- School Business Manager
- Call 01400272798
- Email enquiries@welbourn.lincs.sch.uk

Reviewed January 26