

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 Urchfont Primary School in a voluntary capacity, including governors and trustees. Urchfont Primary School is the 'data controller' for the purposes of data protection law.

1 THE PERSONAL DATA WE HOLD

We process data relating to those volunteering at Urchfont Primary School Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of Identification documents
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- Details to register you as a director at companies house.

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

2 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 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

3 USE OF YOUR PERSONAL INFORMATION FOR MARKETING PURPOSES

Urchfont Primary School uses email as our primary communication method. We use email to notify volunteers of school events and training, school closures, campaigns, charitable causes or services that may be of interest to you.

Where you have given us consent to do so, Urchfont Primary School will contact you via email or text. You can withdraw consent or 'opt out' of receiving these emails by contacting the school office.

4 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
- To complete a contract that we have entered with you.

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.

5 COLLECTING THIS INFORMATION

While most of the information we collect from you is mandatory, there is some information that you can choose whether to provide to us.

Whenever we seek to collect information from you, we 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.

6 HOW WE STORE THIS DATA

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. Personal data is stored in accordance with our GDPR and Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely. When your relationship with Urchfont Primary School has ended, we will retain and dispose of your personal information in accordance with our Records Retention Policy.

7 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

8 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.

9 HOW TO ACCESS PERSONAL INFORMATION THAT 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. Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact the school office or our data protection officer.

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

You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the GDPR and will be the case where the request is complex – for example, where we need multiple staff to collect the data.

If you have a concern about the way we are collecting or using your personal data, we request 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/>

10 CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our school office on 01380 840793 or via email admin@urchfont.wilts.sch.uk. Alternatively you can contact our data protection officer: Jeremy Shatford Email: dpo@jeremyshatford.co.uk or telephone 07881297319

This notice is based on the [Department for Education's model privacy notices](#) , amended to reflect the way we use data in this school.

Updated: 5th February 2020

