



Privacy Notice

Lamberhurst St Mary's CEP School

Volunteers and Governors

(How we use school workforce information)

This notice explains what personal data (information) we hold about our employees, how we collect, use and retain that data, and how we may share information about you. As a “data controller”, we are regulated under the General Data Protection Regulations (GDPR) law that applies across the European Union. We are required to give you this information under data protection law.

The categories of school workforce information that we collect, process, hold and share include:

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
- 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):

- Disability and access requirements

Why we collect and use this information

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
- Ensure that appropriate access arrangements can be provided for volunteers who require them

The lawful basis on which we process this information

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

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)

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.

The Trust may also process data for the establishment, exercise or defence of legal claims.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not 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.

Storing this information

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 Record Retention Schedule/Records Management Policy, copies are available from the school office.

Who we share this information with

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
- 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 support
- Professional advisers and consultants
- Police forces, courts

Keeping your personal information safe

The Trust has appropriate security measures in place to prevent personal information being accidentally lost, or used or accessed in an unauthorised way. The Trust limits access to personal information to those individuals with a genuine business need to know it.

Those processing personal data will do so only in an authorised manner, and subject to a duty of confidentiality.

The Trust has procedures in place to deal with any suspected data security breach. The Trust will notify affected individuals, and any applicable regulator (such as the Information Commissioners' Office), of a suspected data security breach, where we are legally required to do so.

Transferring data internationally

Where the Trust transfers data to a country or territory outside of the European Economic Area, it will do so in accordance with data protection law. Data transferred to countries within the European Economic Area are subject to the same General Data Protection Regulations as the UK.

Your rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are going with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask the Trust to correct any information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office, including making a claim for damages in the event of a data protection breach. The Information Commissioner may be contacted at <https://ico.org.uk/concerns> or by telephone on 03031 231113
- Withdraw consent for processing or retaining data (if applicable)

Depending on our reason for processing or retaining your data, you may also be entitled to:

- Ask the Trust to correct inaccurate information, or to block, erase or destroy the information it holds about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made by automated means
- Object to how the Trust is using your information
- Stop the Trust from using your information in certain ways

The Trust will always seek to comply with a volunteer's request, however the Trust may be required to process or retain your data in to comply with legal duties. Please note that your request may cause a delay, or prevent the Trust, from delivering a service to you.

Further information about individuals' rights, including the circumstances in which they apply, can be found in guidance from the UK Information Commissioners Office (ICO), under the General Data Protection Regulations.

Requesting access to your personal data

To make a request for personal information, or to discuss anything in this privacy notice please contact our Data Protection Officer, Mrs Catherine Dottridge, Chief Finance Officer, by email: DPO@tenaxschoolstrust.co.uk

There is no charge for requesting personal information. 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/>