



## General Data Protection Regulation Privacy Notice for Governors and other Volunteers

Under UK data protection law, individuals have a right to be informed about how our 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 our school in a voluntary capacity, including Governors.

We, Park Hill Infant School, are the 'data controller' for the purposes of UK data protection law. SCC DPO Services are the Data Protection Officer. Their role is to oversee and monitor the role of the school's data protection procedures and to ensure they are compliant with the GDPR.

The Data Protection Officer can be contacted by e-mail on [DPO@sccgdprservices.co.uk](mailto:DPO@sccgdprservices.co.uk)

### Categories of information

The categories of information that we collect, process, hold and share about Governors or other Volunteers include:

- Personal information (such as name, address, employee or teacher number, national insurance number)
- Special categories of data, including characteristics information, such as gender, age, ethnic group
- Employment details and references
- Qualifications and where relevant subjects taught
- Information about business and pecuniary interests
- Disclosure and Barring Service information
- Information about any health conditions you have that we need to be aware of
- Information about any access requirements that may be required
- Photographs and CCTV images captured in school
- Vehicle registration number(s) of any vehicles used to visit the school that require access to Stanhope Road, The Avenue or Cotelands

### Why we collect and use this information

We use the data listed above 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

## The lawful basis on which we process this information

We only collect and use personal information about you when the law or our policies allow 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)

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulations (GDPR) and UK Law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

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 this information

Whilst the majority of data you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

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 would go about withdrawing consent if you wish to do so.

### Storing this information

Personal data relating to the school workforce at Park Hill Infant School is stored in line with the school's Document Retention Policy and GDPR and Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected and is destroyed in accordance with our retention schedule which is in line with the Information and Records Management Society's toolkit for schools.

### information with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Capita SIMS
- CPOMS
- Croydon Council, our local authority - such as applying for vehicle registration exemption permits from the Croydon Council for the Healthy School Street Scheme
- JCA School Support
- London Grid for Learning
- Octavo Partnership
- Our regulator, Ofsted
- OpenAIR Systems Limited
- Osborne Technologies (EntrySign)

- ParentPay
- Public Health England
- Community Brands UK Holdings ta/ Eduspot - Teachers2Parents
- The Department for Education (DfE)
- The Key Support Services Limited - Ortoo Technologies Ltd trading as GovernorHub
- Our auditors

### **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.

### **Why we share school workforce information**

We will not give information about you to anyone outside the school or Local Authority (LA) without your consent unless the law and our policies allow us to.

### **Department for Education (DfE)**

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

For more information about the Department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the Department: <https://www.gov.uk/contact-dfe>

### **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's Data Protection Compliance Officer – Stephanie Croucher

### **What are your rights?**

You have the right to:

- Make a Subject Access Request;
- 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;
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- 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 the 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 us (see 'Further Information' below).

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 on 0303 123 3333, Monday to Friday 9am-5pm or at <https://ico.org.uk/concerns/>

### **Further Information**

If you would like to discuss anything in this Privacy Notice, please see your Data Protection Compliance Officer – Stephanie Croucher. Alternatively, you can contact our Data Protection Officer via email on [dpo@sccgdprservices.co.uk](mailto:dpo@sccgdprservices.co.uk)