

Privacy Notice for Governors & Volunteers



Under Data Protection law, individuals have a right to be informed about how Hamble Primary School uses any personal data we hold about them. We comply with this right by providing 'Privacy Notices' to individuals where we are processing their data.

This Privacy Notice explains how we collect, store and use personal data about individuals working with Hamble Primary School in a voluntary capacity, including Governors.

We, Hamble Primary School, are the 'Data Controller' for the purposes of Data Protection law.

Our Data Protection Officer is Clare Wilding (see 'Contact Us' below)

The Personal Data we hold

We process data relating to those volunteering at Hamble Primary 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, access information

Why we use this Data

The purpose of processing this data is to support Hamble Primary 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

Use of your Personal Information for marketing purposes

Where you have given us consent to do so, Hamble Primary School may send you marketing information by email promoting school events, campaigns or services that may be of interest to you. You can withdraw at any time but contacting Clare Wilding, School Business Manager/Data Protection Officer (see Contact Us below).

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

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 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 our use of your data.

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.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what are the possible consequences of you not complying), or whether you have a choice.

How we store this Data

We maintain a file to store personal information about all volunteers. The information contained in this file is kept in a secure location either on a restricted network drive or in a locked cabinet, and is used only for purposes directly relevant for your work with Hamble Primary School.

When your relationship with Hamble Primary School ends, we will retain your details in accordance with Hampshire County Councils Retention Schedule.

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 the data protection law) we may share personal information about you with:

- Department for Education – to meet our legal obligation to share information about Governors
- Our Local Authority - to meet our legal obligation to share information about Governors
- Polices forces, Courts

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'Subject Access Request (SAR)' to gain access to personal information that the school holds about them.

If you make a SAR, 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
- 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 Clare Wilding, School Business Manager/Data Protection Officer.

Your other rights regarding your Data

Under the Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe.

You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the Data Protection Regulations

To exercise any of these rights please contact Clare Wilding, School Business Manager/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 Clare Wilding, School Business Manager/Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioners Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioners 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 Clare Wilding, School Business Manager/Data Protection Officer on 023 80453298 or c.Wilding@hamble-pri.hants.sch.uk