



Privacy Notice for Governors and Volunteers

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 we employ, or otherwise engage, to work at our school.

We, Little Paxton Primary School, Gordon Road, Little Paxton, St Neots, Cambridgeshire, PE19 6NG are the 'data controller' for the purposes of data protection law.

Our data protection officer is Donna Flynn at The ICT Service and is contactable via dpo@theictservice.org.uk

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work 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
- Performance information
- Data about your use of the school's information and communications system •

References

- 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 includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions •

Disability and access requirements

Little Paxton Primary School

Headteacher: Mrs N Moore B.Ed Hons Mus NPQH

Gordon Road, Little Paxton, St Neots, Cambridgeshire, PE19 6NG

Tel: 01480 375600 **Email:** office@littlepaxton.cambs.sch.uk **Web:** www.littlepaxton.cambs.sch.uk

Why we use this data

The purpose of processing this data is to help us run the school, including

- 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.

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 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 the school's use of your data.

Collecting this information

While the majority of 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.

How we store this data

Personal data is stored in line with our Data Protection Policy.

We maintain a file to store personal information about all volunteers. The information in this file is kept secure and is only used for purposes directly relevant to your work in the school. When your relationship with the school has ended we will retain and dispose of your personal information in accordance with our retention schedule. If you wish to request a copy of the record retention schedule please ask the School Business Manager.

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:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals
- The Department for Education
- Educators and examining bodies
- Our regulator e.g. Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll (EPM)
- Professional bodies and training organisations
- Police forces and courts

Transferring data internationally

This is not something that we currently do, however if we were to transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access 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.

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 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 our data protection officer.

Your other rights regarding your data

Under 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 by 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 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**:

Our data protection officer is Donna Flynn at The ICT Service and is contactable via dpo@theictservice.org.uk

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