



Privacy Notice – School Governors/Trustees and other Volunteers

Under data protection law, individuals have a right to be informed about how the 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 personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the school in a voluntary capacity, including governors.

We, St James' Catholic Primary School are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs A Blacoe.

The categories of personal data that we collect, process, hold and share include:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- CCTV images

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 and marital status
- 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 governor's 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, school may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these texts and/or emails at any time by contacting the School Business Manager on 01695 728989 or call into the school office.

The lawful basis on which we process this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data. We only collect and use personal data about you when the law allows us to. Most commonly, we use it when 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 interest (or some else's interests)
- We have legitimate interest in processing the data.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with 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 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.

Storing this information

Personal data is stored in accordance with our data protection policy/retention policy.

We maintain a file to store personal information about all volunteers. The information contained within this file is kept secure and is only used for the 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 retention policy.

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/trustees
- Our Local Authority to meet our legal obligations to share governor details
- The Department for Education (DfE)
- Suppliers and Service Providers to enable them to provide the service we have contracted them for such as governor/trustee support
- Professional Advisors and consultants
- The Archdiocese
- Ofsted
- 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.

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 Mrs M Murray, School Business Manager

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

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/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Mrs M Talbot
School Business Manager
St James' Catholic Primary School
Ashurst Road
Ashurst
Skelmersdale
WN8 6TN