



## 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.

James Wolfe Primary School with Centre for Deaf Children is the 'data controller' for the purposes of data protection law.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Our data protection officer is the School Business Leader (see 'Contact us' below).

### 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
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Recruitment information, references and other information included in a CV or cover letter or as part of the application process
- Information about attendance in school or at governor meetings.
- Information about relevant qualifications, experience or training.
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

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
- Criminal records as required by law to enable you to be a governor or volunteer
- Trade union membership

### Why we use this data

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

- Facilitate safe recruitment
- Inform our recruitment and retention policies
- Enable ethnicity and disability monitoring



## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **school business leader** by emailing [admin@jameswolfe.greenwich.sch.uk](mailto:admin@jameswolfe.greenwich.sch.uk) or phoning 020 8858 2472

## Our lawful basis for using this data

There are six available lawful bases for collecting and processing data. These are:

1. The data needs to be processed so that the school can fulfil a contract with the individual, or the individual has asked the school to take specific steps before entering into a contract
2. The data needs to be processed so that the school can comply with a legal obligation
3. The data needs to be processed to ensure the vital interests of the individual e.g. to protect someone's life
4. The data needs to be processed so that the school, as a public authority, can perform a task in the public interest, and carry out its official functions
5. The data needs to be processed for the legitimate interests of the school or a third party (provided the individual's rights and freedoms are not overridden)
6. The individual has freely given clear consent

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
- For governors: to record information about committee membership and responsibilities.
- 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

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our record 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 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
- Your family or representatives – where there is consent
- Educators and examining bodies
- Our regulator Ofsted,
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

## 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.

## 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 School Business Leader (details below) who will acknowledge receipt and pass the complaint to the Data Protection Officer (Judicium Education Services).

## 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 the School Business Leader (details below) who will acknowledge receipt and pass the complaint on to the Data Protection Officer (Judicium Education Services).

## 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 The School Business Leader at James Wolfe Primary School with Centre for Deaf Children:

- Via email on [admin@jameswolfe.greenwich.sch.uk](mailto:admin@jameswolfe.greenwich.sch.uk)
- Call 020 8858 2472
- Or write to: School Business Leader, James Wolfe Primary School, Randall Place, Greenwich SE10 9LA

The School Business Leader will acknowledge receipt and pass the complaint on to the Data Protection Officer (Judicium Education Services).

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