

## **Appendix 11 : Privacy Notice (Governors and Volunteers)**

### **Privacy notice for Governors and other volunteers.**

Under data protection law, individuals have a right to be informed about how the School uses any personal data the School hold about them. The School comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where the School are processing their personal data.

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

The School, Audenshaw School, Hazel Street, Manchester. M34 5NB, are the 'data controller' for the purposes of data protection law.

The data protection officer is Mrs S Monks (see 'Contact us' below).

### **The personal data the School hold**

The School process data relating to those volunteering. Personal data that the School may collect, use, store and share (when appropriate) includes, but is not restricted to:

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

The School may also collect, store and use information 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 and access requirements

### **Why the School use this data**

The purpose of processing this data is to support the school to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Governors' details
- Facilitate safe recruitment, as part of the safeguarding obligations towards students
- 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 consent is given to do so, Audenshaw 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. Consent can be withdrawn or the choice of 'opting out' of receiving these texts and/or emails at any time by contacting the data protection officer.

### **The lawful basis for using this data**

The School only collect and use personal information when the law allows us to. Most commonly, the School use it where it is needed to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, the School may also use personal information about where:

- Consent has been given to be used in a certain way

- The School need to protect vital interests (or someone else's interests)

Where consent has been given for data to be used, this can be withdrawn at any time. The School will make this clear when requesting consent and explain how consent can be withdrawn if required

Some of the reasons listed above for collecting and using personal information will overlap, and there may be several grounds which justify the use of a person's data.

## **Collecting this information**

While the majority of the information the School collect is mandatory, there is some information that can be chosen whether or not to be provided.

Whenever the School seek to collect information, it will make it clear whether this must be provided (and if so, what the possible consequences are of not complying), or if there is a choice.

## **How the School store this data**

Personal data is stored in accordance with the Data Protection Policy.

The School maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to work with the School.

When the relationship with the School has ended, it will retain and dispose of the personal information in accordance with guidance set out in the [Information and Records Management Society's toolkit for schools](#).

Guidance on the retention of governor records begins on page 37.

## **Data sharing**

The School do not share information with any third party without consent unless the law and the policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) the School may share personal information with:

- Government departments or agencies – to meet the legal obligations to share information about governors/trustees
- The local authority – to meet the legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service the School have contracted them for, such as governor support. The School will ensure all providers are GDPR compliant
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

## **Transferring data internationally**

Where the School transfer personal data to a country or territory outside the European Economic Area, they will do so in accordance with data protection law.

## **Your rights**

### **How to access the personal information the School hold about individuals**

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If a subject access request is made, and if the School do hold information, it will:

- Give a description of it
- Explain why the School are holding and processing it, and how long it will be kept for
- Explain where the School got it from, if not from the individual
- Explain who it has been, or will be, shared with
- Explain whether any automated decision-making is being applied to the data, and any consequences of this
- Supply a copy of the information in an intelligible form

There is also a right for an individual's personal information to be transmitted electronically to another organisation in certain circumstances.

If a request is to be made please contact the 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. The right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent the data being used to send direct marketing
- Object to the use of 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 the data protection officer.

### **Complaints**

The School take any complaints about the collection and use of personal information very seriously.

If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about the data processing, please raise this with the School in the first instance.

To make a complaint, please contact the 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 the data protection officer:

- Mrs S Monks
- 0161 336 2133
- [monkss@audenshawschool.org.uk](mailto:monkss@audenshawschool.org.uk)