



## Dallimore Primary and Nursery School

### Privacy Notice – Governors and Volunteers

Under data protection law, individuals have a right to be informed about how Dallimore Primary and Nursery School uses any personal data 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 working with Dallimore Primary and Nursery School in a voluntary capacity, including Governors.

We, Dallimore Primary School, Dallimore Road, Kirk Hallam, Ilkeston, Derbyshire DE7 4GZ, are the 'data controller' for the purposes of data protection law.

Our data protection officer is John Walker (see 'Contact us' below).

#### **The personal data we hold**

We process data relating to those volunteering at Dallimore Primary and Nursery School. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- contact details and copies of identification documents including names, addresses, telephone numbers, email addresses, passport and birth certificates, visa details and other contact details
  - References (if applicable)
  - Information about business and pecuniary interests
  - Disqualification checks
  - date of birth, marital status and gender
  - next of kin and emergency contact numbers
  - bank account details (for the payment of expenses)
  - appointment information, including copies of right to work documentation, references and other information included in a CV or covering letter or as part of the appointment process
  - qualifications and employment records, including work history, job titles, and professional memberships
  - DBS certificate number and date of issue, prohibition from teaching and management checks, disqualification from childcare declaration form
  - medical questionnaires and, where appropriate, information about an individual's health
  - records of attendance at governing body and sub-committee meetings
  - records and outcomes of any disciplinary, complaints and/or grievance
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procedures or other performance issues

- specimen signatures/signed mandates for delegated financial authority
- photographs and videos of participation in school's activities
- CCTV footage captured by the school's CCTV system

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 and access requirements

### **Why we use this data**

The purpose of processing this data is to support Dallimore Primary and Nursery 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
- ensure security of the school site (for example, governor passes) and including CCTV in accordance with the school's CCTV policy

### **Use of your personal information for marketing purposes**

Where you have given us consent to do so, Dallimore Primary and Nursery School may send you marketing information by email, post or text promoting Dallimore Primary and Nursery 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 emailing Dallimore Primary and Nursery School.

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

We only collect and use personal data about you when law allows us to. Most commonly, we use it:

- when you have given us consent to use it in a certain way
- to fulfil a contract, we have entered into with you
- to comply with a legal obligation
- to carry out a task in the public interest

Less commonly, we may also use personal information about you where we:

- need to protect your vital interests (or someone else's interests)
- have legitimate interests in processing the data

To process special category data, we need an additional lawful basis. We will process special category data most commonly where:

- we have your explicit consent
- the processing is necessary under social security or social protection law
- we are processing it in the vital interests of an individual
- we are providing health care or treatment under the responsibility of a health professional

We only collect and use personal information about you when the law allows us to please see link [ICO's guidance on the lawful basis for processing](#). 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 were:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

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 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 accordance with our Data Protection Policy.

We maintain personnel files to store personal information about all volunteers and Governors. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the Dallimore Primary and Nursery School.

When your relationship with Dallimore Primary and Nursery School has ended, we will retain and dispose of your personal information in accordance with our School Retention Guidelines which can be found on our website at [www.dallimore.derbyshire.sch.uk](http://www.dallimore.derbyshire.sch.uk)

### **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:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- all relevant local authorities – to meet our legal obligations to share certain information such as safeguarding concerns
- the Department of Education (DfE)
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor support
- Professional advisers and consultants
- Police forces, courts
- Other Schools that provide training/briefing sessions

### **Other information**

There is more information about how we manage, store and protect data in the data protection & GDPR policy on our website. This also includes details about how to access your data and how to contact the Information Commissioner or our Data Protection Officer if you have a query or concern about how data is being used or retained.

**Reviewed: October 2023**

**Next Review: Autumn 2024**