

Harlow Fields School and College Privacy notice for governors and other volunteers



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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our 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 working with our school in a voluntary capacity, including governors.

We, Harlow Fields School and College, Tendring Road, Harlow, Essex CM18 6RN, 01279 423670, are the 'data controller' for the purposes of UK data protection law.

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

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

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

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we use this data

We use the data listed above to:

- a) Establish and maintain effective governance
- b) Meet statutory obligations for publishing and sharing governors' details
- c) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- d) Undertake equalities monitoring
- e) Ensure that appropriate access arrangements can be provided for volunteers who require them

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we 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 emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- In accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school as set out here:
 - Establish and maintain effective governance
 - Meet statutory obligations for publishing and sharing governors' 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

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 would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

6. How we store this data

We keep personal information about you while you volunteer at our school. We may also keep it beyond your work at our school if this is necessary. Our record retention schedule sets out how long we keep information about governors and other volunteers.

Any relevant papers relating to the engagement of Governors can be retained and must be kept for 1 year from the end of their term of office. Records must be destroyed after 1 year.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority Essex County Council– to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulator, Ofsted
- Professional advisers and consultants

- › Police forces, courts, tribunals

7.1 Transferring data internationally

We may share personal information about you with the following international third parties, where different data protection legislation applies:

- › Other schools or educational establishments
- › Government departments or agencies
- › Security organisations

Data transfer is on the basis of an adequacy regulation (previously named 'adequacy decision') by the UK government.

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- › 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 us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- › Object to our use of your personal data
- › Prevent your data being used to send direct marketing
- › Object to and challenge 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

- › In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- › Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- › In certain circumstances, be notified of a data breach
- › Make a complaint to the Information Commissioner's Office
- › Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

9. 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.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- › Report a concern online at <https://ico.org.uk/make-a-complaint/>
- › Call 0303 123 1113
- › Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. 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**: John Holland, 01279 423670 or businessmanager@harlowfields.essex.sch.uk

APPENDIX A
RECORDS / RETENTION SCHEDULE

Data	Hard Copy	Soft Copy	Retention Period	How are the records destroyed
Pupil Data	Each pupil has their own file which holds all relevant information about that pupil as set out in this privacy policy which is stored in secure folders / cabinets / rooms	RM Integris is used to securely store pupil information as set out in this privacy policy and can only be accessed by a unique and secure username and password.	25 Years from the pupils date of birth. If there is a safeguarding concern Pupil Data is kept until the school are advised by appropriate bodies or by Law.	Hard Copy documents are all confidentially shredded to meet European standards. Soft Copy There is a process on RM Integris which will delete the file which means that it will "not" be retrievable once the final delete process has taken place
Pupil Data – Transferring Establishments	Any pupil who is transferring to another establishment their file is sent in the post or hand delivered.	A common Transfer File (CTF) is generated from RM Integris.	Files are only destroyed once confirmation has been received from the establishment the pupil has been transferred to.	Hard Copy documents are all confidentially shredded to meet European standards. Soft Copy There is a process on RM Integris which will delete the file which means that it will "not" be retrievable once the final delete process has taken place
Staff Data	Each member of staff has their own file which holds all relevant information about that staff member as set out in this privacy policy	RM Integris is used to securely store staff information as set out in this privacy policy and can only be accessed	10 Years from leave date. After this the school will not be in a position to provide a	Hard Copy documents are all confidentially shredded to meet European standards.

	which is stored in secure folders / cabinets / rooms	by a unique and secure username and password.	reference of any means.	<p>Soft Copy</p> <p>There is a process on RM Integris which will delete the file which means that it will “not” be retrievable once the final delete process has taken place</p>
Recruitment of Staff	All unsuccessful candidate application documents will be securely stored.	Any soft copy applications received will be printed off and securely stored	6 Months from the date the application process closed.	<p>Hard Copy</p> <p>documents are all confidentially shredded to meet European standards.</p>
CCTV	N/A	All data captured is stored on the CCTV Hard Drive	<p>30 days</p> <p>Any data required beyond 30 days and adheres to our privacy policy will be stored on a DVD and then confidentially destroyed</p>	<p>Soft Copy</p> <p>All data is overwritten within 30 days</p>
Governors / Volunteers	N/A	RM Integris is used to securely store pupil information as set out in this privacy policy and can only be accessed by a unique and secure username and password.	Any relevant papers relating to the engagement of Governors/Trustees can be retained and must be kept for 1 year from the end of their term of office. Records must be destroyed after 1 year.	<p>Soft Copy</p> <p>There is a process on RM Integris which will delete the file which means that it will “not” be retrievable once the final delete process has taken place</p>