



### **Governor, Volunteers Privacy Notice**

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.

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

#### **Who processes your information**

The school is the Data Controller of the personal information you provide. This means the school determines the purpose for which, and the manner in which, any personal data is to be processed.

In some cases, personal data processing will be outsourced to a third party, however this will only be done with your consent, unless the law specifies otherwise. Where the school does outsource to a third party the same data protection principles that the school upholds will apply to the processor/supplier.

Evolution HR Services Ltd is the Data Protection Officer (DPO). Whilst the school remains overall responsibility for Data Protection, the DPO will oversee and monitor the schools data protection procedures, ensuring they are compliant with the Data Protection Act 2018. The DPO can be contacted on 07747 611662 or via email at [info@evolutionhrservices.co.uk](mailto:info@evolutionhrservices.co.uk).

#### **The categories of information that we process include:**

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- governance details (such as role, start and end dates and governor ID)
- personal information such as pen portraits;
- skills audit;
- safeguarding information;
- photographs;
- CCTV;
- data about your use of school's information and systems;
- car details (about those who use our car parking facilities);
- personnel files, including in connection with academics, employment, or safeguarding;
- where appropriate, information about individuals' health, special needs, and contact details for their next of kin;
- correspondence with and concerning staff, pupils, and parent's past and present;

- images of individuals engaging in school activities and images captured by the schools CCTV system;
- visitor logs, login credentials, digital access, and other logs.

We may also collect, store and use information about you that falls into sensitive data (special categories). This includes:

- race, ethnicity, religious belief, sexual orientation and political opinions;

### **How we use your personal information**

We use your personal information to:

- establish and maintain effective governance;
- meet statutory obligations for publishing and sharing governance details;
- facilitate safe recruitment as part of our safeguarding obligations towards pupils;
- undertake equalities monitoring;
- ensure that appropriate access arrangements can be provided for governors and volunteers;
- ensure that our information and communication systems, equipment, and facilities (e.g., school computers) are used appropriately, legally, and safely;
- model patterns of service involvement to support future service delivery planning.

### **Why we collect and use this information**

We collect and use your personal information to carry out tasks to comply with our legal obligations and to carry out tasks in the public interest. We rely on the following legal bases under the UK GDPR:

- Article (6)(1)(c) - Legal obligation: the processing is necessary to comply with the law (not including contractual obligations).
- Article (6)(1)(e) - Public task: the processing is necessary to perform a task in the public interest or for official functions (task or function has a clear basis in law).

When we collect or share 'special category' personal data, we rely on the following legal bases under the UK GDPR:

- Article 9(2)(g) - Reasons of substantial public interest  
We rely on the Equality of opportunity or treatment purpose condition from Schedule 1 of the Data Protection Act 2018 when relying on Article 9(2)(g) to process your special category data.
- Article 9(2)(h) - Health or social care (if a case needs to be stepped up to children's social work services or the management of social care systems or services)
- Article 9(2)(j) - Archiving, research and statistics (for scientific or historical research purposes or statistical purposes)
- Article 9(2)(f) - Legal claims or judicial acts (for the establishment, exercise or defence of legal claims whenever courts are acting in their judicial capacity).

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 1 of the following conditions for processing as set out in UK data protection law:

- We need to perform or exercise an obligation or right concerning employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. preserve 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

We will only collect and use criminal offence data when we have both a lawful basis, as set out above, and a condition for processing 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. preserve 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

### **Storing governance and volunteer information**

The school will create and maintain a file for each governor and volunteers. The information contained in these files are kept secure and are only used for the purposes directly related to the role of a governor/volunteer. Once your term of office/volunteering has ended, the school will retain the files and delete all information in accordance with our Data Retention Policy. For example, the school will shred paper documents and delete/override electronic files. The school may also use a third-party to securely dispose of records.

For more information on our Data Retention Policy and how we keep your data safe, please speak to your school's office.

### **Who do we share your personal information with**

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

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

- DfE (statutory for school funding and educational attainment policy and monitoring) and other government agencies and local authorities as required (e.g. to resolve funding queries).
- LA teams working to improve outcomes for children and young people.
- Commissioned providers of LA services (such as education services)
- Local forums with schools and LA representatives, which support in-year fair access processes and support managed moves between schools.
- Partner organisations where necessary, which may include Police, school nurses, doctors, mental health workers and NHS.
- Schools in our local collaboration to enable the moderation of pupil assessment outcomes, support collaborative working through joint analysis, and ensure children continue to receive appropriate education provision.
- LA has to share information with external moderators (teachers with recent relevant experience) of end-of-key stage assessments to meet statutory requirements from the Standards and Testing Agency (STA).
- Contracted providers of services (such as school photographers, filtering and monitoring, and catering providers) where consent was given.

We will share personal information with law enforcement or other authorities if required by applicable law.

### **Use of your data for marketing purposes**

Where you have consented to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may interest you. To unsubscribe please contact the school office.

### **Use of your data for filtering and monitoring purposes**

While in our school we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access and prevent malicious software from harming our network(s)

### **Your Rights**

Under the GDPR, you have rights which you can exercise free of charge, which allow you to:

- Know what we are doing with your information and why we are doing it.
- Ask what information we hold about you (Subject Access Requests).

- Ask us to correct any mistakes in our information about you.
- Object to direct marketing.
- Make a complaint to the ICO.
- Withdraw consent (if applicable).

Depending on our reason for using your information, you may also be entitled to:

- Ask us to delete the information we hold about you.
- Have your information transferred electronically to yourself or another organisation.
- Object to decisions being made that significantly affect you.
- Object to how we are using your information.
- Stop using your information in specific ways.

We will always seek to comply with your request. However, we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances they apply, see the ICO's guidance on individuals' rights under GDPR.

If you would like to exercise a right, please get in touch with our DPO.

### **Keeping your personal information secure**

We take the security of personal data seriously and have implemented appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing and accidental loss, destruction, or damage. These measures include:

- Regular data protection training for staff
- Use of strong passwords and encryption
- Regular security assessments and audits
- Secure storage and disposal of personal data
- Restriction of access to personal data to authorised personnel only

In the event of a data breach, we will take appropriate steps to mitigate the impact and comply with our legal obligations, including notifying affected individuals and the Information Commissioner's Office where necessary.

### **Complaints**

If you have any concerns about how we handle your data, please contact our DPO. If you are unsatisfied with our response, you can complain to the Information Commissioner's Office (ICO).

You can contact the ICO at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF  
Tel: 0303 123 1113

Report a concern online at <https://ico.org.uk/make-a-complaint/>

**Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 8<sup>th</sup> December 2025.

**Contact**

If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer, **[INSERT SCHOOL ADDRESS]**.

## How Government uses your data

The governance data that we lawfully share with the DfE via GIAS will:

- increase the transparency of governance arrangements
- enable maintained schools, academies, academy trusts and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

## Data collection requirements

To find out more about the requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the Get Information About Schools (GIAS) system. Access is restricted to authorised DfE and education establishment users with a DfE Sign-in account who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

## How to find out what personal information the DfE holds about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the DfE:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a subject access request (SAR). Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>.