

## General Data Protection Regulations (GDPR)

# Privacy Notice for Governors, Visitors and other 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.

When a governor / volunteer begins work at the school or an individual visits, regardless of the time they'll spend at the school, there are certain processes the school needs to follow, e.g., to ensure the governor / visitor / volunteer has passed all the relevant checks. This privacy notice informs governors / visitors / volunteers how the school intends to collect, use, process and store their data.

We, Liscard Primary School, Withens Lane, Liscard, CH45 7NQ, are the 'data controller' for the purposes of data protection law.

The Data Protection Officer is responsible for overseeing data protection within the school so if you do have any questions in this regard, please contact them on the information below: -

Data Protection Officer: Craig Stilwell  
Company: Judicium Consulting Ltd  
Address: 72 Cannon Street, London, EC4N 6AE  
Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)  
Telephone: 0203 326 9174

Our in-house data protection officer is Mrs Joanne Johnson (see 'Contact us' below).

## The personal data we hold

Liscard Primary School has the legal right and a legitimate interest to collect and process personal data relating to visitors and volunteers we employ to visit/work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Keeping Children Safe in Education 2016
- Working Together to Safeguard Children 2015

We process data relating to those volunteering 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
- References
- Relevant volunteering or employment history
- Identity check information
- DBS check certificate reference numbers and date
- Evidence of qualifications, e.g., relating to Safeguarding, Safer Recruitment etc.
- Employment details
- Information about business and pecuniary interests

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 the school to:

- 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

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

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
- 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 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.

### **Will your personal data be sought from third parties?**

Governors' / Visitors' / Volunteers' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. for the purpose of DBS checks. The categories of data obtained and processed from third parties includes, but is not restricted to:

- Name, date of birth, nationality
- Contact details
- Identity check information
- Evidence of address details

Where data is obtained from third parties, the personal data originates from the following sources:

- Preferred supplier for our DBS Check processing

### **How we store this data**

Personal data is stored in accordance with our Data Protection Policy and Retention and Destruction Policy.

We 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 your work with the school.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our Retention and Destruction Policy.

If you would like to obtain a copy of our Data Protection Policy / Retention and Destruction Policy, please ask at reception or download it from our school website.

## 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
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Our regulator, e.g., Ofsted
- 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

## 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.

## Use of your personal information for marketing purposes

Where you have given us consent to do so, the school may send you marketing information by e-mail or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our data protection officer.

## Your rights

### How to access the 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 a 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 our 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. 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 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 our data protection officer.

## 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 our 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 our **in-house data protection officer**:

- Mrs Joanne Johnson, 0151 638 3910 / [businessmanager@liscard.wirral.sch.uk](mailto:businessmanager@liscard.wirral.sch.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for the governors and other volunteers, amended to reflect the way we use data in this school.*

## **Privacy Notice Addendum Re: Collecting Medical Data during the Coronavirus (COVID-19) Pandemic**

1.1 The law on protecting personally identifiable information, known as the General Data Protection Regulation (GDPR), allows Liscard Primary School to use the personal information collected from staff/parents/carers and pupils. This includes special category data such as medical data.

1.2 Due to this pandemic, we may need to ask for data that you have not previously supplied. This data will be collected for, and on behalf of Liscard Primary School to allow appropriate decisions to be made regarding assessing ability to return to school and ensure that appropriate measures are put in place to allow for this safe return.

1.3 Liscard Primary School, additionally may need to collect data about individuals that they reside with in order to factor in appropriate considerations for their wellbeing.

1.4 All data collected by Liscard Primary School will be processed in accordance with our retention, destruction, data protection and data security policies. For further information these can be found on the school's website.

1.5 The legal bases for using your data in these circumstances will be either (a) with your consent, (b) where it is necessary to process this data for the 'vital interests' of yourself or another person, (c) for the reasons of substantial public interest, (d) where it is necessary to assess the working capacity of an employee or (e) where it is in the interests of public health.

1.6 In the current pandemic, we may need to share select data with others. This can be with the NHS and emergency services, public authorities as well as other stakeholders. This will only be done where it is necessary and proportionate for us to do so.

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### Declaration

I, \_\_\_\_\_, declare that I understand:

- Liscard Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data Liscard Primary School requires.
- Liscard Primary School may share my data with the DfE, and the LA.
- Liscard Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with Liscard Primary School's Retention and Destruction Policy.
- My rights to the processing of my personal data.

**Name of Governor / Volunteer:**

\_\_\_\_\_

**Signature of Governor / Volunteer:**

\_\_\_\_\_

**Date:**

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