



Newport Infant School and Nursery

Privacy Notice – Governor, Volunteers and Visitors Use of Your Personal Data

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Policy Lead	Chris Pierce - Headteacher
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1. Introduction

Under 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 and visitors.

We, Newport Infant School and Nursery, Granville Avenue, Newport, TF10 7DX, Telephone No: 01925386610 are the 'data controller' for the purposes of data protection law.

Our data protection officer is Judicium. (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 and contact preferences, (such as your name, address, email address and telephone numbers)
- 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 captured in school

We may also hold data about you that we have received from other organisations, including other schools, 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:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governor details and attendance
- Facilitate safer 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

3.1 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

This section contains information about the legal basis that we are relying on when handling your personal information.

4.1 Public interests

This means that the processing of your personal data is necessary for public interests. The School relies on public interests for most of the ways in which it uses your personal information. Specifically, the School has a public interest in:

- Safeguarding of all children
- Promoting the objectives and interests of the School.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with.

If you object to us using your personal information where we are relying on our public interests as explained above please speak to the Headteacher.

4.2 Legal obligation

Where the School needs to use your personal information in order to comply with a legal obligation, for example to report a concern about safeguarding, we may also have to disclose your personal information to third parties such as the courts, the local authority or the police where legally obliged to do so.

4.3 Legitimate interest

Personal data may be processed on the basis that the school has a legitimate interest in processing that data, provided that such legitimate interest is not overridden by your rights or freedoms.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

4.4 Vital interests

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

4.5 Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

4.6 Collecting Personal Information

We may ask for your consent to use your personal information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your personal information before you withdraw your consent remains valid. Please speak to the Headteacher if you would like to withdraw any consent given.

4.7 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 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 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 your child 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 and Safe Disposal Policy sets out how long we keep information about pupils.

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 data protection law), we may share personal information about your child with:

- Our local authority - Telford and Wrekin Council - to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Telford & Wrekin - Governor Services
- Government departments or agencies.
- Our regulator, Ofsted
- Suppliers and service providers (a list of our current suppliers and service providers can be found below)
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

Suppliers and Service Providers:

InVentry - This is a database that allows us to collate information about visitors, including parents into the school for safeguarding purposes. Access to the management system is password protected and restricted to relevant staff.

The Key - This is a database for Governor Support information. Access is password protected and restricted to relevant staff.

Juniper Horizons - This is a database where basic data is recorded on governor, volunteers and visitors for training and for safer recruitment purposes. Access is password protected and restricted to relevant staff.

7.1 Transferring data internationally

Where we transfer your personal data to a country or territory outside the UK. For example, we will do so in accordance with 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.

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 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 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
- 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:

- Judicium - dataservices@judicium.com or 020 3326 9174

However, our data protection lead has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice,

please contact:

- Chris Pierce a2074@telford.gov.uk or 01925386610