



## Governors and Volunteers Privacy Notice

*This Privacy Notice has been written to inform governors and volunteers at Dringhouses Primary School about how and why we process your personal data.*

### Who are we?

Dringhouses Primary School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to our compliance with the uk GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of the data, please contact Veritau or School Business Manager.

Veritau's contact details are:

Schools Data Protection Officer  
Veritau Ltd  
West Offices  
Station Rise  
York  
North Yorkshire  
YO1 6GAJ



[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk) // 01904 554025

**\*Please ensure you include the name of the School in all correspondence with the DPO**

### What information do we collect?

The personal data we collect about you includes:

- Personal identifiers, including your name, address and contact details.
- Information relating to your particular role, i.e. if you are a parent governor, community governor etc.
- Information about the history of your appointment.
- Your business and/or financial interests, where applicable.
- Relevant criminal history data, including your DBS check, where applicable.
- Photographs or video images of you.
- Relevant skills, expertise and qualifications.
- References you have provided.
- Records of communications and interactions we have with you
- Equality monitoring information, such as your ethnicity, religious beliefs and gender
- Information about any health condition or disability you disclose.

### Why do we collect your personal data?

We process your information for the purposes outlined below:

- To establish and maintain effective governance
- To meet our safeguarding obligation to pupils and the school workforce
- To meet statutory obligations for publishing and sharing governor details
- To meet our health & safety obligations

- To monitor and manage skills, training and personal development
- To make reasonable adjustments you may need in relation to a health condition or disability.
- To promote the school, including in newsletters, on the school website and social media platforms.
- To monitor and inform our policies on equality and diversity.

## What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

There may be occasions where our processing is not covered by one of the legal bases above, In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

For the processing of your personal data relating to criminal convictions and offences. processing meets Schedule 1, Part 2 of the Data Protection Act 2018 as below:

- (10) Preventing or deducting unlawful acts

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(g) - reasons of substantial public interest

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 - statutory and government purposes
- Condition 10 - preventing or detecting unlawful acts
- Condition 18 - safeguarding of children and vulnerable people

## Who do we obtain your information from?

We normally receive this information directly from you, for example via documents and other records and information supplied by you in the course of your application for the role or a period of volunteering. However, we may also receive some information from the following third parties:

- Disclosure and Barring Service (DBS)
- Local Authority
- Referees you have provided
- Governor support services, if applicable

## Who do we share your personal data with?

We may share your information with the following organisations:

- The Department of Education (DfE)
- Disclosure and Barring Service (DBS)
- Local Authority
- Any relevant funding authority
- Our IT application providers, where relevant to your role
- Governor support services

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention.

### How long do we keep your personal data for?

Dringhouses Primary School will retain our data in line with our Information Policy and retention schedule. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as reasonably necessary to fulfil its purpose.

We may also retain some information for historical and archiving purposes in accordance with our Information Policy.

### International transfers of data?

Although based in the UK, some of the digital information we hold may be stored on a computer server located outside of the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

### What rights do you have over your data?

Under the UK GDPR, individuals have the following rights in relation to the processing of their data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of their personal data we hold about you
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased when there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

First Contact Team  
Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[casework@ico.org.uk](mailto:casework@ico.org.uk) // 0303 123 1113

### Changes to this notice?

We reserve the right to challenge this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.