



# Huxlow Science College

## PRIVACY NOTICE FOR GOVERNORS AND 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.

This privacy notice explains how we collect, store and use personal data about Governors and Volunteers.

### **The categories of school Governors and Volunteers information that we collect, process, hold and share include:**

- personal information (for example: Name, Date of Birth)
- contact information (for example: Address, telephone number, personal email address)
- pre-employment medical information
- application information; including personal statement and employment history
- disclosure of criminal convictions
- qualifications and training history
- referee contact details
- special categories of data; including ethnic group, disability details, gender, sexual orientation, religion and personal relationship status
- reference information from previous employment; including disciplinary information and safeguarding concerns
- recruitment & selection paperwork
- qualifications (and, where relevant, subjects taught)
- medical information
- safeguarding information
- photographs
- information about business and pecuniary interests

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

We use school governor and volunteer data to:

- establish and maintain effective governance
- meet statutory obligations for publishing and sharing governors'/trustees' details
- undertake equalities monitoring

- ensure that appropriate access arrangements can be provided for volunteers who require them
- inform the development of recruitment and retention policies
- enable safer recruitment checks to be undertaken
- enable recruitment decisions to be taken
- enable contact with Governors and Volunteers and their next of kin/emergency contacts
- safeguard young people
- ensure individuals are fit for their role and any reasonable adjustments are considered
- ensure individuals are qualified, appropriately trained and capable of their role
- comply with employment legislation
- promote equality
- comply with policies and procedures

## The lawful basis on which we process this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR).

The condition for processing under the GDPR will be:

### Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

- (e) processing is necessary for the performance of a task carried out in the **public interest** or in the exercise of official authority vested in the controller;

### Article 9(2)

- (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

2. Paragraph 1 shall not apply if one of the following applies:

- (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Further information regarding data collection can be found in the Education Act 1996 within guide documents on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school governor and volunteer information to us or if you have a choice in this.

## Storing this information

Our retention schedule is based upon the Information Management Toolkit for Schools and sets out how long we keep information about staff. A copy of this schedule can be found on the school website.

## Who we share this information with

We routinely share this information with:

- National Governors Association
- The Department for Education (DfE)
- SIMS Capita (our pupil and staff database)
- The College's Legal Representatives
- The College's pre-employment health provider
- The College's Occupational Health provider
- Auditors

Limited Information is shared with the above where relevant and where a legal basis applies.

## Why we share school governor and volunteer information

We do not share information about governors and volunteers with anyone without consent unless the law and our policies allow us to do so.

## What rights do I have over my personal data?

Under the General Data Protection Regulation, you will have the right to, where appropriate:

- Access your personal data by making a subject access request
- Rectification, erasure or restriction of your information
- Object to the processing of your information

To exercise your rights please contact the schools Data Protection Officer using the following contact details:

Ruth Hawker  
Plumsun Ltd  
Almshouse  
Great Brington  
Northampton  
NN7 4HY

Or email:

[info@plumsun.com](mailto:info@plumsun.com)

## **What if I find your response unsatisfactory?**

Should you find our response unsatisfactory, you have the right to lodge a complaint with the supervisory authority – the Independent Commissioner’s Office (ICO). You can find more information on the ICO website at <https://ico.org.uk/concerns/> regarding the complaints process.

## **Changes to this privacy notice**

We will keep this privacy notice under regular review and we will place any updates here. At the start of this privacy notice we will tell you when it was last updated.

## **Contact Us**

If you would like to discuss anything in this privacy notice, please contact:

Head Teacher – [head@huxlow.northants.sch.uk](mailto:head@huxlow.northants.sch.uk)

Data Protection Controller – [dpo@huxlow.northants.sch.uk](mailto:dpo@huxlow.northants.sch.uk)

Ruth Hawker, Data Protection Officer, Plumsun Ltd [www.plumsun.com](http://www.plumsun.com)