

SCHOOL PRIVACY NOTICE

Date Version Issued	10/09/2018
Originator	Executive Principal
Distribution	No Restriction
Date Reviewed	10/09/2018
Approved by	Senior Leadership Team (SLT)
Frequency of Review	Annually
Next Review Date	10/09/2019
Signature	Mark Rose - Executive Principal



GOVERNORS 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.

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

We, **Orchard Manor School**, are the 'data controllers' for the purposes of data protection law.

Our Independent **Data Protection Officer** is **Ian Arkell** (see 'contact us' details below).

The personal data we hold

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.
- Evidence of qualifications.
- Employment details.
- Information about business and pecuniary interests.
- Photographs.
- CCTV images captured in school.

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

- 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 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.

Use of your personal information for marketing purposes

Where you have given us consent to do so, Orchard Manor School may send you marketing information by emails or text promoting Orchard Manor School's events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these texts and/or emails at any time by clicking on the 'unsubscribe' link at the bottom of any such communication, or by contact our data protection officer.

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we process 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 an individual's vital interests (or someone else's interests).

Where you have provided us with the 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 the schools use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that 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.

How we store this data

Personal data is stored in accordance with our data protection policy and records management 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 the information and records management's society's tool kit for schools.

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/volunteers.
- Devon County Council and when required other Local Authorities.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/volunteers 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.

YOUR RIGHTS

How to access 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 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 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 our Data Protection Officer (DPO).

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine rather than by 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 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 Office.
 - **Ian Arkell** - Leadership Support Services - 0203 2909093
SchoolPro TLC Limited
Registered office address: Harper Sheldon, Midway House Herrick Way, Staverton Technology Park, Staverton, Cheltenham, *Glos., United Kingdom, GL51 6TQ*
- Alternatively, you can make a complaint to the Information Commissioner's Office (ICO)
 - Report a concern **online** at - <https://ico.org.uk/make-a-complaint/>
By phone - 0303 123 1113
Write to: Information Commissioners Office, Whycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AT

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 - Ian Arkell**