

## Privacy Notice for Governors and Volunteers

Under data protection law, individuals have a right to be informed about how the Trust 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 explains how we collect, store and use personal data (information) about individuals we employ, or otherwise engage to work at our school/Trust.

### The personal information we collect and use:

In the course of engaging governors and volunteers we collect the following information when you provide it to us:

- Personal information (such as name, email address, address and telephone number)
- Characteristics such as gender and date of birth
- Terms of office
- Details required for DBS and evidence of ID and DBS check
- Skills indicated in the governors' skills audit and training records
- Business Interests
- Photograph and CCTV
- Attendance data
- Data about your use of the school's information and communications system

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

- Race and ethnicity

### Why we use this data

The purpose of processing this data is to help run the school, including to:

- Safeguarding
- Support effective monitoring and performance
- Support the work of Trust Governance
- Ensure you are kept fully up-to-date with all legal responsibilities with registration to the National Governors' Association and The Education People (Kent Local Authority)
- Comply with legal obligations (Get Information About Your School and Kent County Council)

### 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

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 the school's use of your data.

## Who we share this information with outside the Trust

We do not share your information with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required we may share information about you with:

- Department for Education (DfE)
- Local authority
- OFSTED
- Microsoft Office 365 - data is held with them (SharePoint, Emails and OneDrive)
- Our auditors

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will only do so in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Once your term of office has expired, records are retained or deleted in line with our records retention schedule.

## Your Rights

Under the GDPR you have rights which you can exercise free of charge, this allows you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioner's Office
- Withdraw consent (if applicable)

Depending on your reasons for using your information, you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information



- Stop us using your information in certain ways

Although we will always seek to comply with your request, we may be required to hold or use your information to comply with legal duties. Please note: your request may delay us delivering a service to you.

For further information about your rights, including the circumstances in which they may apply, see the guidance on the UK Information Commissioner's Office (ICO) on individual rights under the *General Data Protection Regulation*.

If you would like to exercise a right, please contact:

DATA PROTECTION OFFICER  
VIKING ACADEMY TRUST  
C/O CHILTON PRIMARY SCHOOL  
Email: [dpo@vikingacademytrust.com](mailto:dpo@vikingacademytrust.com)

#### **Further information**

Please contact the Data Protection Officer or Chief Operations Office to exercise any of your rights, or if you have a complaint about why your information has been collected, how long it has been used or how long we have kept it for.

DATA PROTECTION OFFICER  
VIKING ACADEMY TRUST  
C/O CHILTON PRIMARY SCHOOL  
Email: [dpo@vikingacademytrust.com](mailto:dpo@vikingacademytrust.com)

Or CHIEF OPERATIONS OFFICER  
VIKING ACADEMY TRUST  
C/O UPTON JUNIOR SCHOOL  
Email: [coo@vikingacademytrust.com](mailto:coo@vikingacademytrust.com)

The *General Data Protection Regulation* also gives you the right to lodge a complaint with a supervisory authority. The UK supervising authority is the Information Commissioner - <https://ico.org.uk/concerns> or telephone 03031 231113.

To contact DfE: <https://www.gov.uk/contact-dfe>