



Love Care Respect

To aspire to being outstanding in everything we do, by always aiming higher.

"Let your light shine in all you say and do."

Matthew 5:16

Privacy Notice for Governors and Other Volunteers – How We Use Your Data

1 Introduction

- 1.1 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 data.
- 1.2 This privacy notice explains how we collect, store, and use personal data about individuals working with the school in a voluntary capacity, including governors and trustees. The school is the 'data controller' for the purposes of data protection law.

2 The Personal Data We Hold

- 2.1 We process data relating to those volunteering at Wylve Valley Church of England Voluntary Aided Primary School. Personal data that we may collect, use, store, and share (when appropriate) about you includes, but is not limited to:
 - Contact details
 - Copies of identification documents
 - References
 - Evidence of qualifications
 - Employment details
 - Information about business and pecuniary interests
 - Details to register you as a director at Companies House (where applicable)
 - Images captured via CCTV/Door entry systems

- 2.2 We may also collect, store, and use information about you that falls into “special categories” of more sensitive personal data. This may include, where applicable:
- Race, ethnicity, religious beliefs, sexual orientation, and political opinions
 - Disability and access requirements

3 Why We Use This Data

- 3.1 The purpose of processing this data is to support the school to:
- Establish and maintain effective governance
 - Meet statutory obligations for publishing and sharing governor details
 - Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
 - Undertake equalities monitoring
 - Ensure appropriate access arrangements are in place for volunteers who require them

4 Use of Your Personal Information for Communication Purposes

- 4.1 The school uses email as its primary communication method. We use email to notify volunteers of school events, training opportunities, school closures, campaigns, charitable causes, or services that may be of interest to you.
- 4.2 The school uses **GovernorHub** to share documents and messages with the governing body.
- 4.3 Where you have given consent to do so, the school may contact you via email or text. You can withdraw your consent or ‘opt out’ of these communications at any time by contacting the school office.

5 Our Lawful Basis for Using This Data

- 5.1 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
 - Fulfil a contract we have entered into with you
- 5.2 Less commonly, we may also use personal information about you when:
- You have given us consent to use it in a certain way
 - We need to protect your vital interests (or someone else’s)
 - We have a legitimate interest in processing the data
- 5.3 Where you have provided consent, you may withdraw it at any time. We will explain how to do this when we seek your consent.

6 Collecting This Information

- 6.1 While most of the information we collect is mandatory, some is provided voluntarily.
- 6.2 Whenever we seek to collect information from you, we make it clear whether you must provide it (and if so, the possible consequences of not doing so) or whether you have a choice.

7 How We Store This Data

- 7.1 We maintain a file (electronic and/or paper) to store personal information about all volunteers. The information in this file is kept secure and used only for purposes directly relevant to your work with the school.
- 7.2 Personal data is stored in accordance with our **GDPR and Data Protection Policy** and **Records Retention Policy**.

- 7.3 Once your relationship with the school has ended, your personal data will generally be retained for **six months**, unless there is a lawful reason to retain it for longer (for example, for safeguarding or governance recordkeeping purposes).
- 7.4 Where applicable, your access to school systems will be revoked, and data handling expectations are governed by our **Data Use and Access Agreement (DUAA)**.

8 Data Sharing

- 8.1 We do not share information about you with third parties without your consent unless the law and our policies allow us to do so.
- 8.2 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 (e.g. Companies House, Department for Education)
 - The local authority
 - Suppliers and service providers (e.g. governor/trustee support services)
 - Professional advisers and consultants
 - Employment and recruitment agencies
 - Police forces, courts, and tribunals

9 Transferring Data Internationally

- 9.1 Should we need to transfer personal data to a country or territory outside the UK or European Economic Area (EEA), we will ensure that appropriate safeguards are in place in accordance with data protection law.

10 Your Data Protection Rights

- 10.1 Individuals have the right to make a **Subject Access Request (SAR)** to gain access to personal information that the school holds about them.
- 10.2 You also have the right to:
- Object to processing of personal data that is causing, or is likely to cause, damage or distress
 - Prevent processing for direct marketing
 - Object to decisions being taken by automated means
 - Request rectification, blocking, erasure or destruction of inaccurate personal data
 - Claim compensation for damages caused by a breach of data protection law
- 10.3 You may submit a SAR at any time. However, please note that under **Article 12(3)** of the UK GDPR, response times may be extended where requests are made during school holiday periods or are complex.
- 10.4 9.3 If you have a concern about how we are collecting or using your data, please raise it with us in the first instance. You can also contact the **Information Commissioner's Office (ICO)** at: <https://ico.org.uk/concerns/>

11 Contact Us

- 11.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:
- **School Office** –
 - Tel: 01985 850461
 - Email: admin@wyllyevalley.wilts.sch.uk
 - **Data Protection Officer: Jeremy Shatford**
 - Email: dpo@jeremyshatford.co.uk

This notice is based on the Department for Education's model privacy notice, adapted for governors, trustees, and other volunteers.

Version: October 2025

Approved by: *(Headteacher/Governing Body)*

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