



Harwell Community Primary School Staff Privacy Notice

This privacy notice explains how we collect, store and use personal data about school governors and other regular volunteers at our school.

We, Harwell Community Primary School, are a data controller for the purposes of the General Data Protection Regulations. As such, we are registered with the Information Commissioner's Office (ICO) and comply with the principles of the Data Protection Act 1988 and the General Data Protection Regulations 2018. We are a public authority and Public Task is our lawful basis for processing data.

Our Data protection Officer is Jane Moreton.

The personal data we hold

We process data relating to those who volunteer 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
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Induction information,
- Attendance data for governors
- Copy of photo id such as driving licence or passport
- 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 may include information about:

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Health, including any medical conditions, and sickness records

Why we use this data

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

- Facilitate safe recruitment of regular volunteers, as part of our safeguarding obligations towards pupils
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector



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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
- We need to protect your vital interests (or someone else's interests)

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.

Collecting this information

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

We create and maintain a file for each regular volunteer. The information contained in this file is kept secure and is only used for purposes directly relevant to your time at the school.

Once your association with us has ended, we will retain this file and delete the information in it in accordance with our record and retention schedule.

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:



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- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns governor dismissals
- The Department for Education
- Your family or representatives
- Ofsted
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.oxfordshire.gov.uk/cms/content/school-data-privacy-notice> and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Performance & Information Team, Oxfordshire County Council, County Hall, Oxford, OX1 1ND
e-mail: information.management@oxfordshire.gov.uk
- Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288