



## Wellington School - Privacy Notice Governors and other volunteers

### 1. Introduction

Under data protection law, individuals have a right to be informed about how the Wellington School uses any personal data 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 Wellington School in a voluntary capacity, including governors and other volunteers.

Wellington School is the data controller of the personal information you provide to us. This means the School determines the purposes for which, and the manner in which, any personal data relating to Pupils and their families is to be processed.

In some cases, we may share your data with a third-party processor; however, this will only be done with your consent, unless the law requires the School to share your data. Where the School outsources data to a third-party processor, the same data protection standards that the School upholds are imposed on the processor.

Matthew Keeffe, from Keeffe and Associates Ltd is the Data Protection Officer, and who the School has nominated to support and advise on technical data protection matters. He will be supported for all matters data protection by the Headteacher. Their role is to oversee and monitor the School's data protection procedures, and to ensure they are compliant with the UK GDPR. The School contact for data protection queries can in the first instance be contacted on **0161 928 4157** or via **admin@wellington.trafford.sch.uk**.

### 2. The personal data we hold

We process data relating to those volunteering at our Wellington 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

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 (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation, and political opinions
- Disability and access requirements

### 3. Why we use this data

The purpose of processing this data is to support the Wellington School to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors' 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

### **3.1 Use of your personal information for marketing purposes**

Where you have given us consent to do so, Wellington School may send you marketing information by email or text promoting school 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 contacting our data protection officer – on 0161 928 4157 or via [admin@wellington.trafford.sch.uk](mailto:admin@wellington.trafford.sch.uk).

### **4. 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 were:

- 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 our use of your data.

### **5. Collecting this data**

While the majority of the 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.

### **6. How we store this data**

Personal data is stored in accordance with our Data Protection Policy / Records Management Policy. Our Records Management Policy, this sets out how long we keep information about governors, and other volunteers.

The School Data Records Management Policy is available on the website <https://www.wellington-school.co.uk/policies/> or alternatively, you can email our Data Protection Officer to request a copy.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed.

We will dispose of your personal data securely when we no longer need it.

## **7. 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
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

### **7.1 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.

## **8. Your rights**

### **8.1 How to access the personal information we hold about you**

Individuals have a right to make a 'subject access request' to gain access to personal information that the Wellington School holds about them.

If you make a subject access request, and if 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 a 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.

### **8.2 Your other rights regarding your data**

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than 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 the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

## **9. 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 officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **10. 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**:

Matthew Keeffe – 0161 928 4157 or via [admin@wellington.trafford.sch.uk](mailto:admin@wellington.trafford.sch.uk) .