Chieveley Primary School

Privacy Notice for Governors and Other Volunteers

Chieveley Primary School is committed to protecting your personal data. This privacy notice explains how we collect, store, and use personal data about governors and volunteers. It complies with data protection law, including the General Data Protection Regulation (GDPR), and ensures that individuals are informed about their data rights and how their personal information is used.

We, **Chieveley Primary School**, School Road, Chieveley RG20 8TY, are the 'data controller' for the purposes of data protection law. Our **Data Protection Officer (DPO)** is **Gerard Strong**. You can contact the DPO directly at;

Gerard Strong
Data Protection Officer – SchoolDPO.com
gerard@schooldpo.com

The Personal Data We Hold

We process personal data related to governors and volunteers, which may include the following information:

- Contact details (e.g., address, phone numbers, email addresses)
- References and background checks (including DBS checks for safeguarding)
- Evidence of qualifications and professional memberships
- Employment details (where relevant)
- Information about business and pecuniary interests
- Health data, including medical conditions and access requirements (where necessary)
- Criminal record checks (DBS) for safeguarding purposes
- Photographs and CCTV footage (for security purposes)
- Information about your use of the school's IT and communication systems

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

Why We Use This Data

We process your personal data for several purposes to ensure effective governance, safeguarding, and compliance with legal obligations:

- **Safeguarding**: To ensure the safety and welfare of pupils by ensuring governors and volunteers meet safeguarding requirements.
- **Governance**: To establish and maintain effective governance and meet statutory obligations for publishing and sharing governors' details.
- **Legal Compliance**: To comply with our legal obligations, including those related to recruitment and safeguarding. **Equalities Monitoring**: To monitor and promote equality within the school's governance and volunteer structures.
- **Access Arrangements**: To ensure that appropriate access arrangements are provided for volunteers who require them.

Use of Your Personal Information for Marketing Purposes

Where you have given us consent, we may send you marketing communications via email or text promoting school events, campaigns, charitable causes, or services that may be of interest to you. You can withdraw your consent or "opt out" of receiving these communications at any time by:

- Clicking on the "Unsubscribe" link in any such communication, or
- Contacting our Data Protection Officer to request the withdrawal of consent.

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** (e.g., DBS checks for safeguarding)
- **Carry out a task in the public interest** (e.g., to ensure proper governance)

Less commonly, we may also use personal information about you where:

- **You have given us consent** to use it in a specific way (e.g., for marketing)
- **We need to protect your vital interests** (or someone else's interests, such as in health emergencies)

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 can withdraw consent if you wish to do so.
Some of the reasons listed above for collecting and using personal information overlap, and there may be several grounds justifying our use of your data.

Collecting This Information

While most of the information we collect from you is mandatory, some information is optional. Whenever we seek to collect information from you, we will make it clear

whether you must provide the information (and the consequences of not complying) or whether you have a choice.

How We Store This Data

Personal data is stored securely in accordance with our data protection policy. We maintain an employment file for each volunteer and governor. The information in this file is kept secure and is only used for purposes directly relevant to your role with the school.

When your relationship with the school ends, we will retain and dispose of your personal information in accordance with the **Information and Records Management Society's toolkit for schools**.

Data Sharing

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 or necessary (and compliant with data protection law), we may share personal data with:

- **Government departments or agencies** – to meet our legal obligations, such as sharing information about governors/trustees
- **Our local authority** – to meet legal obligations, such as details of governors
- **Suppliers and service providers** – to enable them to provide contracted services, such as governance support
- **Professional advisers and consultants** **Police forces, courts, tribunals**, if required by law

Transferring Data Internationally

If we transfer personal data to a country or territory outside the **European Economic Area (EEA)**, we will do so in accordance with data protection law, ensuring that appropriate safeguards are in place to protect your data.

Your Rights

How to Access the Personal Information We Hold About You

You have the right to make a **Subject Access Request (SAR)** to gain access to personal information that the school holds about you. If you make a SAR, and we hold information about you, we will:

- Describe the information we hold

- Tell you why we are holding and processing it, and how long we will keep it
- Explain where we got it from, if it wasn't from you
- Tell you who it has been shared with or will be shared with
- Let you know if any automated decision-making is being applied to the data, and any consequences of this
- Provide you with a copy of the information in an intelligible form

You may also have the right to have your personal information transmitted electronically to another organisation in certain circumstances.
If you would like to make a request, please contact our Data Protection Officer. **Your Other Rights Regarding Your Data** Under data protection law, you have the right to:

- Object to the use of your personal data if it causes or is causing damage or distress
- Prevent your data being used for direct marketing
- Object to decisions being made solely by automated means (e.g., profiling)
- 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.

Complaints

If you have any concerns about our collection or use of your personal information, please raise the issue with us in the first instance by contacting our Data Protection Officer. If you are not satisfied with our response, you have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**:

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

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:

Gerard Strong
Data Protection Officer – SchoolDPO.com
gerard@schooldpo.com

This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data at Chieveley Primary School.

Last updated: November 2026.