



Blatchington Mill School

PRIVACY NOTICE FOR GOVERNORS AND OTHER VOLUNTEERS

Date Policy Created: August 2023

Date of last amendment: November 2024

Date to be reviewed: November 2025



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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our 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 personal data.

This privacy notice explains how we collect, store and use personal data about **individuals working with our school in a voluntary capacity, including governors.**

We, Blatchington Mill School, Nevill Avenue, BN3 7BW are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is the School Business Manager (see 'Contact us' below).

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you may include, but is not restricted to:

- Name
- Contact details; including address, email address, telephone number
- Information about your use of our information and communication systems, equipment and facilities (e.g., school computers)
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Information about business and pecuniary interests
- Copy of driving licence and other proof of ID including photographic

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Medical information including health conditions or allergies you have that we need to be aware of
- Information about disability and access requirements
- Photographs and CCTV images captured in school
- Characteristics such as ethnic group, faith, sexual orientation, etc.

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.



3. Why we use this data

We use the data listed above to:

- a. Establish and maintain effective governance
- b. Meet statutory obligations for publishing and sharing governors' details
- c. Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- d. Undertake equalities monitoring
- e. Ensure that appropriate access arrangements can be provided for volunteers who require them
- f. Make sure our information and communication systems, equipment and facilities (e.g., school computers) are used appropriately, legally and safely

3.1 Use of your personal data for marketing purposes

In general, we do not use your personal information for marketing purposes and endeavour to avoid, where possible, the use of software and platforms that may use information collected for marketing purposes.

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, related charitable causes or services that may be of interest to you.

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any governors' or other volunteers' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

3.3 Use of your personal data for filtering and monitoring purposes

While you're in our school and/or using our equipment, we may monitor your use of our information and communication systems, equipment and facilities (e.g., school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g., safeguarding and child protection policy, online safeguarding policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

4. Our lawful basis for using this data

We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this, as set out in [Article 6 of the UK GDPR](#). There are six lawful bases:

- Consent
- Contract
- Legal obligation



- Vital interests
- Public task
- Legitimate interests

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- For the purposes of a, b, f, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school.
- For the purposes of a, b, e, f, in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law.
- For the purposes of e, d, f, in accordance with the 'consent' basis – we will obtain consent from you to use your personal data
- For the purposes of e, f, in accordance with the 'vital interests' basis – we will use this personal data to protect someone's life
- For the purposes of a, c, f, in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- For the purposes of a, e, f, in accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason

Where you have provided us with consent to use your data, you may withdraw this consent at any time for some categories of information. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in [Article 9 of UK GDPR](#), data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e., protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in [Article 10 UK GDPR](#), data protection law. Conditions include:



- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e., protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals
- Social media

6. How we store this data

We keep personal information about you while you volunteer at our school.

We hold data associated with our volunteers and governors securely for the set amount of time recommended by the Information and Records Management Service. This is for up to six years (depending on the type of data) after the end of the term of office or appointment. The exception is where there have been allegations concerning children; in these cases, we will retain data for 25 years.

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. We have procedures in place to dispose of hard copies in line with retention guidance and are reviewing how to do so in our Management Information System.

7. Who we share data with

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

We ensure that we only share the required data and never provide access to more information than is necessary.



Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority, Brighton & Hove City Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulators such as Ofsted
- Suppliers and service providers including our catering provider and a range of organisations providing IT platforms and educational programmes supporting teaching and learning
- Financial organisations in relation to the use of school systems
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals

7.1 Transferring data internationally

We do not share personal information about you with international third parties, where different data protection legislation applies.

If we did need to transfer your personal data to a third-party country or territory, we would contact you for prior consent.

8. How Government uses your data

8.1 Department for Education (DfE)

We are required to share information about our governance roles with the Department for Education (DfE) under [section 538 of the Education Act 1996](#)

All data is entered manually on the Get Information about Schools (GIAS) service and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

The governance data that we lawfully share with the DfE via GIAS will:

- increase the transparency of governance arrangements
 - enable local authority maintained schools, academies, academy trusts and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
 - allow the DfE to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role
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8.2 Data collection requirements

To find out more about the requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised DfE and education establishment users with a DfE Sign-in (DSI) account who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the DfE unless the law allows it.

8.3 How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the DfE:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the DfE, you should make a subject access request (SAR). Further information on how to do this can be found within the DfE personal information charter that is published at the address below:

- <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> or
- <https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

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

9. Your rights

9.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- 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
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- Give you a copy of the information in an intelligible form

You may also have the 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 us (see 'Contact us' below).

9.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- In certain circumstances, object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- Have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

10. 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.

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

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

11. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:



Blatchington Mill School

PRIVACY NOTICE FOR GOVERNORS AND OTHER VOLUNTEERS

Data Protection Officer & Business Manager

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