



HOE VALLEY SCHOOL

PRIVACY NOTICE

for HVS Trustees, Governors & Other Volunteers

1. Introduction

Under Data Protection Act 2018, 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' 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 Trust / School in a voluntary capacity, including governors, trustees and members.

We, Hoe Valley School (HVS), Egley Road, Woking, GU22 0NH, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Judicium Consulting Ltd (see Section 10 below).

2. The personal data we hold

We process personal data relating to those volunteering at HVS. 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
- References
- Evidence of qualifications
- Information about business and pecuniary interests
- Right to work information
- Information gathered as part of mandatory safeguarding checks including proof of identity, address and disclosures by the Disclosure and Barring Service
- Photographs
- CCTV images captured in school

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as race, ethnicity and languages spoken
- Disability and access requirements

3. Why we use this data

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

- Establish and maintain effective governance

- Meet statutory obligations for publishing and sharing details of Trustees and Members
- Facilitate safe recruitment as part of our safeguarding obligations
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

4. Our lawful basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where we have obtained consent to use your data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn if you wish to do so.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

5. Collecting this information

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.

6. How we store this data

Personal data is stored in line with our Data Protection Policy

We maintain a personal file for trustee and volunteer. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with HVS.

Once your relationship with HVS has ended, we will retain and dispose of the information in this file. This will be done in accordance with the recommendations in the *Information and Records Management Society's toolkit for schools*.

7. Data sharing

We do not share information about you with any third party without 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/trustees and members
- Our regulator - Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for such as governor/trustee support
- Professional advisers and consultants – to assist with School operations
- Our auditors – as part of statutory reporting requirements

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.

7.2 Use of your personal data for marketing purposes

Where you have given us consent to do so, HVS may send you marketing information by email promoting HVS events, campaigns, charitable causes or services that may be of interest to you. You can opt out of receiving these emails at any time by following the unsubscribe instructions on the link at the bottom of any such communication or by contacting the School governors.

8. Your rights regarding personal data

8.1 How to access the personal information we hold about you

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

If you make a SAR, 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

Individuals also have the right for their 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 Other rights

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

Judicium Consulting Ltd
Email: dataservices@judicium.com
Address: 72 Cannon Street, London, EC4N 6AE
Telephone: 0203 326 9174