



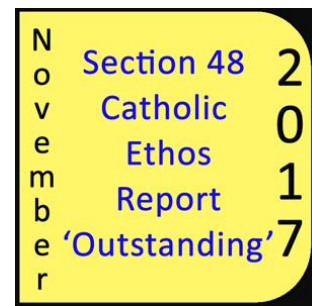
Saint John Wall Catholic School

A Catholic School For All



Mission Statement

'To educate each and every unique child in our care to hear and respond to what God calls them to be'



Privacy Notice

for Governors/Trustees and other Volunteers

Discretion will guard you, Understanding will watch over you.

Proverbs 2:11



Privacy notice for governors and other volunteers

Under data protection law, individuals have a right to be informed about how Saint John Wall Catholic School uses any personal data the School hold about them. The School comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where the School are processing their personal data.

This privacy notice explains how the School collect, store and use personal data about individuals working with the Saint John Wall Catholic School in a voluntary capacity, including governors.

Saint John Wall Catholic School, Oxhill Road, Handsworth, Birmingham, B21 8HH are the 'data controller' for the purposes of data protection law.

Our data protection officers are Mr Mariusz Wieremiewicz and Mrs Kelly Nayyar.

The personal data the School hold

The School process data relating to those volunteering at Saint John Wall Catholic School. Personal data that the School 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

The School 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 the School use this data

The purpose of processing this data is to support the Saint John Wall Catholic School to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing [governors'/trustees'] 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

Use of your personal information for marketing purposes

Where you have given us consent to do so, Saint John Wall Catholic School may send you marketing information by email or text promoting Saint John Wall Catholic 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 clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our data protection officer.

Our lawful basis for using this data

The School only collect and use personal information about you when the law allows us to. Most commonly, the School use it where the School need to:

- Comply with a legal obligation
- Carry out a task in the public interest

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

- You have given us consent to use it in a certain way
- The School need to protect your vital interests (or someone else's interests)
- The School have legitimate interests in processing the data – for example, where:

Where you have provided us with consent to use your data, you may withdraw this consent at any time. The School 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.

Collecting this information

While the majority of the information the School collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever the School seek to collect information from you, the School 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 the School store this data

Personal data is stored in accordance with our data protection policy.

The School maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.

When your relationship with the school has ended, the School will retain and dispose of your personal information in accordance with our records management policy, which is available on the school the School website.

Note: You may wish to refer to the [Information and Records Management Society's toolkit for schools](#).

Data sharing

The School 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) the School may share personal information about you with:

- *Government departments or agencies – to meet our legal obligations to share information about governor*
- *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 the School have contracted them for, such as governor/trustee support*
- *Professional advisers and consultants*
- *Police forces, courts*

Your rights

How to access the personal information the School hold about you

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

If you make a subject access request, and if the School do hold information about you, the School will:

- Give you a description of it
- Tell you why the School are holding and processing it, and how long the School will keep it for
- Explain where the School 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.

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.

Complaints

The School 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

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 officers.

Ratified by Governors: 07/10/2020

Next Review: 07/10/2021

(This policy will remain in force beyond the review date if no updates are required)