



St. John the Baptist
Catholic Primary School

We will prepare the way by loving, living and learning with the Lord

Privacy Notice for governors/trustees and other volunteers/visitors – How we use your information

Who are we?

St John the Baptist Catholic Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

St John the Baptist Catholic Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z905128X.

You can contact the school as the Data Controller in writing at: Arran Way, Smith's Wood, Birmingham B36 0QE or s8office@sjb.solihull.sch.uk.

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

Who processes your information?

The school is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. A representative of the school, Mr I. Gallagher can be contacted on s88igallagher@sjb.solihull.sch.uk

Warwickshire School DPO Service is the data protection officer. Their role is to oversee and monitor the school's data processing practices.

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line staff members' privacy rights.

Why do we need your information?

Under data protection law, 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' (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 within the school in a voluntary capacity, including governors/trustees.

The personal data we hold

We process data relating to those volunteering at our 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 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

The purpose of processing this data is to help us run the school to:

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

Our legal 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 where:

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

- We have legitimate interests in processing the data

Where you have provided us with the 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.

Collecting this information

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.

How we store this data

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

We 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 within the school.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our data protection policy.

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/trustees
- 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/trustee support
- Professional advisers and consultants

- Employment and recruitment agencies
- Police forces, courts

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.

Your rights

How to access personal information we 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 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.

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 and 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 processing regulations

To exercise these rights, please contact our data protection officer

Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Third Parties with whom we share the information	Lawful reason for sharing
Register of school governors' business interests – including governance roles in any other educational establishments	School and Early Years Finance (England) (No. 2) Regulations 2018, Paragraph 15 to Schedule 5	Local Authority	Statutory Requirement
DBS number	School Governance (Constitution) (England) Regulations 2012, Regulation 16A	Local Authority	Public Task

Table 2 – Personal information we are required to process as it is necessary to protect someone's vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical Information	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent	Medical staff i.e. paramedics/ ambulance.	Vital interest
Religious Belief	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent	Medical staff i.e. paramedics/ ambulance	Vital interest

Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

Information Type	Third Parties with whom we share the information	Lawful reason for sharing
Personal Profile	Published on the school website	Consent of individual
Photograph	Photo could be shared on the school newsletter, on the school website, with trusted media outlets	Consent of individual
Postcode	DfE	Legal Obligation – s.538, Education Act 1996
Date of Birth	DfE	Legal Obligation – s.538, Education Act 1996
Previous Names	DfE	Legal Obligation – s.538, Education Act 1996

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Third Parties with whom we share the information	Lawful reason for sharing
Full name – including title	Local Authority and other Governing Body Members Published on website DfE	Public Task (to comply with statutory guidance) Legal Obligation – s.538, Education Act 1996
Email address	Other governors and members of staff	Public Task (to establish email address on secure server)
Date of appointment	Published on website DfE	Public Task (to comply with statutory guidance) Legal Obligation – s.538, Education Act 1996
Term of office	Published on website DfE	Public Task (to comply with statutory guidance) Legal Obligation – s.538, Education Act 1996
Record of material interests that arise from relationships between governors and school staff e.g. spouses, partners, close relatives	Published on website	
Attendance at meetings	Published on website	Public Task (to comply with statutory guidance)
Skills Audit	School governing body Members of staff	Public Task (to comply with statutory guidance)