



Timothy Hackworth Primary School

‘Respectful and resilient; being the best that we can be.’

Privacy Notice – Governors and Volunteers

CRC Article 19: All children have the right to be safe.



Date Policy Approved/Adopted:	March 2025
Next Review Date:	March 2026
Approved by:	Governing Body
Head Teacher signature:	<i>L. Boulton</i>
Chair of Governors signature:	<i>P. Crook</i>

Privacy Notice – Governors and Volunteers

Date of Policy: March 2025

Review Date: March 2026

Our Timothy Hackworth School Vision

May our Rights Respecting School be a happy place for us all to learn; where every one of us is valued and safe in our Timothy Hackworth School Family.

May we all be the best that we can be by making a positive difference to each other, our community in Shildon and the wider world in which we all live.

Mission Statement (written by children):

We would like our school, which reflects British Values, to be at the heart of the community, sharing, supporting and learning together with everyone as equals. Our children have the right to high quality learning experiences to help them to be the best that they can be.

We encourage our children to be creative, unique, open-minded and independent individuals, respectful of themselves and of others in our school, our local community and the wider world.

We aim to nurture our children on their journey through life so that they can grow into safe, caring, democratic, responsible and tolerant adults who make a positive difference to British Society and to the world.

Values

Ours is a happy school with high hopes and ambitions for all our children and we welcome working in partnership with parents and carers to ensure that everything is done in the best interests of the children at all times.

All of our staff take their responsibility towards the children seriously and they strive to help each child reach their full potential as global citizens physically, emotionally, socially and academically. We are fully committed to the CONVENTION ON THE RIGHTS OF THE CHILD.

To us, every child is unique and precious and we endeavour to foster a high level of motivation towards learning and behaviour. We are committed to the basic skills of English and Maths.

At all times, we aim to centre the teaching in an atmosphere of mutual respect and personal respect. A high quality education is the right of every child, and at Timothy Hackworth Primary School, we embrace that responsibility and strive to achieve it for all our pupils.

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, Timothy Hackworth Primary School, are the 'Data Controller' for the purposes of UK data protection law.

Our Data Protection Officer is Mrs. Nicola Milne.

The Personal Data We Hold

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

- Your name;
- Contact details;
- References;
- Evidence of qualifications;
- Employment details;
- Information about business and pecuniary interests;
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers).

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:

- Information about any health conditions you have that we need to be aware of;
- Information about disability and access requirements;
- Photographs and CCTV images captured in school.

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 local authorities, and the Disclosure and Barring Service in respect of criminal offence data.

Why We Use This Data

We use the data listed above to:

- Establish and maintain effective governance;
- Meet statutory obligations for publishing and sharing governors' 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;
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely.

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers and pupils).

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Use of your personal data 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, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time. (see 'Contact us' below).

Use of your personal data in automated decision making and profiling

We do not currently process any staff members' 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.

Use of your personal data for filtering and monitoring purposes

While you are in Timothy Hackworth Primary School, 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 Policy and Acceptable Use Policy) and our legal obligations;
- Keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network.

Our Lawful Basis for Using This Data

Our lawful bases for processing your personal data for the purposes listed in the 'Why We Use This Data' section above are as follows:

- For the purposes of items within the 'Why We Use This Data' section, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school;
- For the purposes of items within the 'Why We Use This Data' section, in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law;
- For the purposes of items within the 'Why We Use This Data' section, in accordance with the 'consent' basis – we will obtain consent from you to use your personal data;

- For the purposes of items within the 'Why We Use This Data' section, in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation;
- For the purposes of items within the 'Why We Use This Data' section, 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 items within the 'Why We Use This Data' section, 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. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

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 1 of the following conditions for processing as set out in UK 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 are 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 UK 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 are 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.

Collecting This Data

We will only collect and use your data when the law allows us to. 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;
- Other schools or trusts.

How We Store This Data

We keep personal information about you while you volunteer at our school. We may also keep it beyond your work at our school if this is necessary. Our Record Retention Scheme sets out how long we keep information about governors and other volunteers.

If you wish to receive a copy of this scheme, please speak to the Business Manager, Mrs. Nicola Milne.

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.

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.

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, Durham Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns;
- Government departments or agencies;
- The Department for Education;
- Our regulator, Ofsted;
- Suppliers and service providers:
 - SIMS;
 - Financial organisations;
 - Our auditors;
 - Health authorities;
 - Security organisations;
 - Professional advisers and consultants;
 - Charities and voluntary organisations;
 - Police forces, courts or tribunals.

We do not transfer personal data to countries outside the European Economic Area.

Your Rights

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;
- 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).

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:

- Object to our use of your personal data where it is likely to cause, or is causing damage or distress;
- 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);
- In certain circumstances, have inaccurate personal data corrected or blocked;
- 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 if you feel we have not used your information in the right way;
- Claim compensation for damages caused by a breach of the data protection regulations.

We may refuse your information rights request for legitimate reasons, which depend on why we are processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed does not apply when the lawful basis for processing is legal obligation or public task;

- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests;
- Right to object to use of your private data does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

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

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

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**:

Mrs. Nicola Milne – School Business Manager

timothyhackworth@durhamlearning.net

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