

Silverhill Primary School

Privacy Notice for School Governors/volunteers

Who we are?

- Silverhill Primary School
- Local Authority maintained school
- Our Data Protection contact is Mr Jason Coupland, School Business Manager, Silverhill Primary School, Draycott Drive, Mickleover, Derby, DE3 0QE, admin@silverhill.derby.sch.uk

How do we collect information from you?

We collect information from you when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

What types of information do we collect from you?

We collect different categories of information about you, this includes personal information (for example your name and address), and other more sensitive data that we would only collect and use in very particular circumstances that are set out in law.

Details of information obtained from third parties?

We obtain details from third parties, public bodies and external agencies in relation to your appointment/recruitment. These include:

- * reference requests;
- * DBS and safeguarding checks;
- * recruitment organisations.

How is your information used?

We may use your information to:

- *to manage your appointment under our relevant policies*
- *to provide you with access to your information through self-service portals*
- *to respond to statutory returns*
- *to process your governor allowances*
- *to allow independent auditors to ensure that we are complying with our internal policies and processes*
- *to support the administration of our processes in relation to communication by text and email*
- *to support the administration of your governance duties*
- *to allow you to access the relevant external training linked to your personal development*
- *to determine your suitability for roles*
- *to undertake pre-appointment checks should your application be successful*
- *to complete anonymised equalities statutory returns and to target future recruitment campaigns*

Who has access to your information?

We may share your information with the following third parties for the reasons detailed;

Provide details of any third parties that you share data with

- *Traded services with Derby City Council Governor Support Services*
- *Traded services with Flint Bishop HR Support*
- *Text to Parents communication system*
- *Governorhub*
- *National Governor Association*
- *Get Information About Schools*
- *External organisations such as; H M Revenue & Customs, Disclosure and Barring Service, H M Court Service, Police Authority, Department for Education.*

Third parties include Government Departments, other public bodies, other Local Authorities and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

What are your rights in relation the personal data we process?

Access – you can request copies of any of your personal information that is held by the school.

Rectification – you can ask us to correct any incorrect information.

Deletion – you can ask us to delete your personal information. The school can refuse to delete information if we have a lawful reason to keep this.

Portability – you can ask us to transfer your personal data to different services or to you.

Right to object or restrict processing – you have the right to object to how your data is being used and how it is going to be used in the future.

Right to prevent automatic decisions – you have the right to challenge a decision that affects you that has been automatically made.

How long will we keep your information for?

We keep and dispose of all records in line with our record retention schedule. We comply with the Data Protection Act 1998, and will comply with the General Data Protection Regulations 2016 from 25 May 2018.

What security precautions in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Details of any automated decision processes

There are no automated decision systems currently in place.

Complaints

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Contact, Mr Jason Coupland, School Business Manager;

By Post: Silverhill Primary School, Draycott Drive, Mickleover, Derby, DE3 0QE

By phone: 01332 511138

By email: admin@silverhill.derby.sch.uk

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 {local rate) or 01625 545 745 if you prefer to use a national rate number
Alternatively, visit ico.org.uk or email casework@ico.org.uk.