



The Crypt School Data Privacy Notice for School Governors and Volunteers

The General Data Protection Regulation (GDPR) is designed to make sure people's personal data is kept safe and not used inappropriately. "Personal data" means data that relates to a living individual who can be identified. It includes names, addresses and other contact details, photographs, identification numbers or online identifiers and location data.

Under data protection law, individuals have a right to be informed about how the School uses any personal data that we hold about them. This privacy notice explains how we collect, store and use personal data about individuals working with the school in a voluntary capacity, including School Governors.

We, **The Crypt School**, are the 'data controller' of the personal information you provide to us, for the purposes of data protection law.

The Crypt School's Data Protection Officer is Gloucestershire County Council. Their role is to oversee and monitor the School's data protection procedures, and to ensure that they are compliant with the GDPR. Their contact details are 01452 583619 or schoolsdpo@gloucestershire.gov.uk

The personal data we hold

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

- Contact details and contact preferences
- Date of birth, marital status and gender
- Special categories of more sensitive personal data, including personal characteristics such as race, ethnic group, political opinions and health information
- References
- Documents to support an Enhanced Disclosure and Barring Service application, such as copies of Passports, Bank statements, Birth and Marriage Certificates
- Evidence of qualifications
- Employment/employer details
- Governance details (such as role, start and end dates, attendance)
- Photographs
- CCTV images captured in school.

Why we use this data

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

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Governor details

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Identify you and safely evacuate the school in the event of an emergency
- Enable equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

Our lawful 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 (for example, the School is required to provide certain governance information under the Academies Financial Handbook)
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data.

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

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

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 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 the School's use of your data.

Collecting this information

While the majority of 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 will make it clear whether you must provide this information or you have a choice.

How we store this data

We maintain a file to store personal information about each volunteer or Governor. The information contained in this file is kept secure and is only used for purposes directly relevant to work with the School.

When this information is no longer required, we will delete your information in accordance with our School retention schedule (secure disposal 6 years after date of leaving the School).

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 (including Department for Education, Education and Skills Funding Agency, Companies House), including to meet our legal obligations to share information about school Governors (see Annex)
- Our local authority, Gloucestershire County Council – to meet our legal obligations to share certain information about staff and volunteers attending residential trips
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as Governor/Volunteer training
- Professional advisers and consultants
- 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

Under data protection law, you have the right to request access to information about you that we hold. To make a request for your personal information, please make a request in writing on a Data Subject Access form, which is available from the School Office, and submit it to the IT Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- withdraw your consent, where you have given us consent to use personal information
- prevent processing for the purpose of direct marketing (*The Crypt School does not provide data to any organisation or individual for marketing purposes*)
- object to decisions being taken by automated means (*The Crypt School does not take any decisions by automated means*)
- in certain circumstances, have personal data corrected, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Contact us

If you have any questions or concerns about the way we are collecting or using your personal data, we request that you raise this with us in the first instance by contacting the Compliance Officer (foi@crypt.gloucs.sch.uk). Alternatively, you can contact the School's Data Protection Officer at:

Gloucestershire County Council, School's Data Protection Team, Information Management Service, Shire Hall, Westgate Street, Gloucester (Tel 01452 683619, email schoolsdpo@gloucestershire.gov.uk).

Alternatively, you may make a complaint to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>; Tel: 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Annex: How Government uses governor data

The governor data that we lawfully share with the DfE via GIAS (Get Information About Schools):

- will increase the transparency of governance arrangements
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

To find out more about the requirements placed on us by the Department for Education, including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

October 2018