



Honiton Primary School

Privacy Notice for Governors and Other Volunteers

How we use governor and volunteer information

Data protection legislation gives governors and other volunteers the right to be informed about what personal data is held on them, how that data is used, who it is shared with and how long it is retained. This privacy notice provides this information, in general terms, in relation to information held on governors and other volunteers, as well as the lawful basis under which it is collected and retained. If after reading this notice you have any questions relating to the data we hold or how we use it, please contact our Data Protection Officer, whose contact details are listed at the end of this notice. We, Honiton Primary School, are the Data Controller for the purposes of data protection law.

Categories of information

The categories of information that we collect, hold and share include, but are not limited to:

- personal identifiers and contact details (such as full name, date of birth, home address, email address, telephone number)
- appointment details (including application form, references, date of appointment, office held eg chair/vice chair, category of governor/volunteer)
- evidence of qualifications
- employment details
- information about business and pecuniary interests
- safeguarding (including allegations or concerns about child protection or safety, DBS information)
- images (for internal safeguarding and security purposes, including on school CCTV)

We 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 we collect and use this information

We only collect and use personal data when the law allows us to do so. Most personal data is essential in order for our school to fulfil our official functions and meet legal requirements. All maintained school governing boards, under section 538 of the Education Act 1996, have a legal duty to provide governance information.

The purpose of processing this data is to support the school to:

- establish and maintain effective governance
- meet statutory obligations for publishing and sharing governors’ details
- enable appropriate checks to be completed including for safeguarding
- undertake equalities monitoring
- ensure that appropriate access arrangements can be provided for volunteers who require them

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing governor and volunteer information are:

- processing is necessary to perform a task in the public interest or for our official functions and the task has a clear basis in law
- processing is necessary to comply with our legal obligations
- we need to protect someone's vital interests

We may also process personal data where we have obtained consent to use the data in a certain manner. Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

If we need to process any special category data under Article 9 of the UK General Data Protection Regulation (UK GDPR) which is of a more sensitive nature, we will only do so if we have a lawful basis to do so under Paragraph 2 of Article 9 of the UK General Data Protection Regulation (UK GDPR), such as:

- the data subject has given us their explicit consent
- it is necessary for us to carry out our obligations and exercise our or the data subject's specific rights relating to employment, social security and social protection law
- processing is necessary to protect the vital interests of a person where the data subject is physically or legally incapable of giving consent
- it is necessary for the establishment, exercise or defence of a legal claim
- it is necessary for the assessment of the working capacity of an employee
- processing is necessary for reasons of substantial public interest

Other legal bases listed in Article 9 of the UK General Data Protection Regulation (UK GDPR) may also apply, depending on the processing required.

Some of the reasons listed above for collecting and using governor and volunteer personal data may overlap and it may be that more than one lawful basis applies to our processing of the data.

No decisions are made by our school through automated decision making (including profiling).

Collecting governor and other volunteer information

Governance and volunteer data is essential for the schools' operational use. Whilst the majority of personal information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

We collect personal information as part of the induction, safeguarding and safer recruitment process, including application forms, references, new governor starter forms, policy agreements, identity and DBS checks.

Storing data

In order to protect data whilst it is in our possession, we have data protection policies and procedures in place. These include strong organisational and technical measures and these are reviewed regularly.

Primarily, we hold governor personal data for the length of time that the individual serves as a governor or until they resign plus another 12 months (this is also how long information appears on Get Information About Schools (GIAS)). However, minutes of meetings are held indefinitely. We hold other volunteer personal data for the length of time that the individual serves as a volunteer. 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 with the school.

Personal data is stored in accordance with our general data protection policy, records retention policy and Information Toolkit for Schools (IRMS). When your relationship with the school has ended and your personal data is no longer needed, we will retain and dispose of it in a secure manner in accordance with these policies.

For more information on how we keep your data safe, please contact the school's Data Protection Officer whose contact details can be found at the end of this privacy notice, or visit: <https://www.honitonprimary.co.uk/gdpr-foi/>

Who we share governor and volunteer information with

We do not share information about governors and volunteers with any third party without your consent unless the law and our policies allow us to do so.

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department for Education (DfE) under section 538 of the Education Act 1996.

It is a statutory requirement to inform the Department for Education (DfE) through Get Information About Schools (GIAS) about new governor appointments. All data is entered manually on the Get Information About Schools (GIAS) system and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

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

- increases the transparency of governor arrangements
- enables 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 smaller number of cases conduct checks to confirm their suitability for this important and influential role

Note: Some of these personal data items are not publicly available and are encrypted within the Get Information About Schools (GIAS) system. Access is restricted to a small number of Department for Education (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.

For more information about the Get Information About Schools (GIAS) system, go to <https://www.get-information-schools.service.gov.uk/>

Under the terms of the Data Protection Act 2018, you are entitled ask Department for Education (DfE):

- if they are processing your personal data
- for a description of the data, they hold about you
- the reasons they are holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'Subject Access Request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personalinformation-charter>

To find out more about the requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to

<https://www.gov.uk/government/news/nationaldatabase-of-governors>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

Where there is a legal requirement to do so, or it is otherwise necessary and it complies with data protection law, we may also share information with:

- our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- professional advisers and consultants – such as Devon Governance Consultancy Team
- disclosure and barring service – under the School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 it is a requirement for all governors to have an enhanced DBS check. Further details on DBS checks and Section 128 checks in school are within the statutory guidance Keeping Children Safe in Education (KCSIE). The Single Central Record will record that appropriate checks have been carried out for governors and volunteers. For other volunteers, as stated in our Volunteers Working in School Policy, the school will seek DBS clearance for any volunteer before they come into school to protect staff and children
- website – the Constitution of Governing Bodies of Maintained Schools Statutory Guidance August 2017 stipulates that governor and associate member information is published on the school website (name, category or governor, term of office, appointed by, any office held [such as chair, vice chair, safeguarding lead], summary of relevant business interests and attendance at meetings)
- police forces, courts

Should we need to transfer personal data to a country or territory outside the European Economic Area, we would do so in accordance with data protection law.

Requesting access to your personal data and your data protection rights

Under data protection legislation, individuals have the right to request access to information held about them by making a Subject Access Request.

If you make a Subject Access Request, and if we do hold information about you, we will:

- give you a description of the information held
- tell you why we are processing it and for how long we will keep it
- 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

Depending on the lawful basis under which personal data is held, you also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing of your personal data for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data erased or destroyed, restrict the processing of data and have inaccurate personal data rectified
- seek redress, either through the Information Commissioner's Office, or through the courts

In certain circumstances individuals also have the right for their personal information to be transmitted electronically to another organisation.

If you would like to make a Subject Access Request, or exercise another of the above rights, please contact the school or our Data Protection Officer whose contact details are listed at the end of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we have obtained consent to use personal data, this consent can be withdrawn at any time by contacting the school or our Data Protection Liaison Officer:

Alison Carder (DPLO)
 Honiton Primary School
 Clapper Lane
 Honiton Primary School Devon
 EX14 1QF
 Email: admin@honiton-pri.devon.sch.uk
 Telephone: 01404 548700

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this concern with us in the first instance by contacting our Data Protection Officer whose contact details are listed at the end of this notice.

Alternatively, you can contact 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

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated March 2025.

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer (DPO):

Jenny Goodall

Data Protection Officer (Schools)

School Data Protection Team

Devon Education Services, Devon County Council

Room L60, County Hall, Topsham Road, Exeter, EX2 4QD

Tel : 01392 383445