



Privacy Notice Governors & Volunteers

Rednock School

Where everyone matters



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Responsibility of: Governing Body

Privacy Notice for Governors & Volunteers

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1. Introduction

Under UK 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 publishing 'privacy notices' to individuals where we process their personal data.

This privacy notice explains how we collect, store, and use personal data about individuals working with the school in a voluntary capacity, including governors.

We, Rednock School, are the 'data controller' for the purposes of UK data protection law. Our Data Protection Officer (DPO) details can be found at the end of this document.

2. 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:

- **Personal identifiers:** Contact details, including name, address, telephone number, and personal email address.
- **Governance data:** Date of birth, governance ID, and details of your term of office (appointment date, appointing body, role, and end date).
- **Participation metrics:** Attendance at governing board and committee meetings, school visits, and training records.
- **Interests and declarations:** Details of businesses, charities, or other educational institutions where you are a director, trustee, or governor, and signed declarations of eligibility.
- **Vetting information:** Criminal records data, Disclosure and Barring Service (DBS) certificate numbers, and sections of identification documentation used for statutory vetting checks.
- **Visual records:** Images captured on the school's CCTV system or photographs taken for school identification or marketing (where permitted).

We may also collect, use, and store the following 'special category' data (which requires a higher level of protection):

- **Diversity and health:** Information about your ethnicity, religion, or relevant health conditions to support equal opportunities monitoring or provide workplace adjustments.

3. Why We Use This Data

The principal purpose of processing your data is to enable the school to be run effectively and transparently, ensuring compliance with all legal frameworks governing maintained schools. Specifically, we use this data to:

- Establish and maintain effective school governance.
- Fulfil statutory obligations to publish governor details on the school website.
- Fulfil statutory obligations to report governor details to the Department for Education (DfE) and the Local Authority.
- Facilitate safer recruitment and safeguarding checks in education.
- Communicate operational updates, meeting agendas, and training opportunities.
- Ensure appropriate accessibility arrangements can be made for meetings.

4. Our Lawful Basis for Using This Data

We only collect and use your personal data when the law allows us to. Most commonly, we process it under the following lawful bases from Article 6 of the UK GDPR:

- **Legal Obligation:** Processing is necessary for us to comply with a legal obligation (e.g., maintaining official registers under the Education Act 2002).
- **Public Task:** Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (e.g., fulfilling the statutory duties of a school governing board).

Where we process special category data (such as health or ethnicity records), we do so under Article 9 of the UK GDPR, relying on:

- **Substantial Public Interest:** Processing is necessary for reasons of substantial public interest, on the basis of domestic law which shall be proportionate to the aim pursued (specifically for statutory and government purposes, or ensuring equality of opportunity/treatment).

5. 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 consequences are of not doing so), or whether you have a choice.

6. How We Store This Data

We maintain secure personal data records about you while you serve as a governor or volunteer. These records are managed in strict adherence to our Data Retention Policy.

When your service with the school ends, we will retain your personal data for a predetermined timeframe — typically your term of office plus one additional year — to satisfy administrative, audit, and legal accountability queries, after which it is securely shredded or permanently deleted.

7. Data Sharing

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, we may share personal data about you with:

- **The Department for Education (DfE):** To fulfil our statutory reporting obligations.
- **Our Local Authority – Gloucestershire County Council:** To comply with legal requirements and local educational frameworks.
- **The General Public:** To satisfy statutory transparency duties for school transparency.
- **Training Providers:** To arrange essential governance and skills development courses.

8. Your Rights

How to access personal information we hold about you

Individuals have a right to make a 'subject access request' (SAR) 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.
- Give you a copy of the information in an intelligible form.

9. Other rights

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 or distress.
- Prevent your data being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data rectified, erased or destroyed, or restrict its processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

10. Contact Us

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

- Gloucestershire County Council
- T: 01452 583619
- Email: schoolsdpo@gloucestershire.gov.uk

11. 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 (ICO):

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF