

# **PRIVACY NOTICE**

## **for**

# **GOUDHURST & KILNDOWN CHURCH OF ENGLAND PRIMARY SCHOOL**

## **Privacy Notice for the Governors and other Volunteers at our School**

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

**Goudhurst & Kilndown Church of England Primary School** collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as '**data controller**' of that personal information for the purposes of those laws.

## **The Personal Information we collect and use**

### **Information collected by us**

- Personal information (such as name, address, e-mail, phone number)
- References
- Information about key skills you have relevant to School Governance or Volunteering in School to support children's learning
- employment details
- Information about business and pecuniary interests
- Special categories of data including characteristics information such as gender, age, ethnic group, religious beliefs
- Photographic images (in the case of Governors)
- DBS Check Status
- Relevant Medical Information
- Specific disability information
- Personal information applicable to the Disqualification under the Childcare Act 2006- Self-Declaration

## **How we use your personal information**

We use your personal information 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
- To enable contact with Governors / Volunteers (for instance via the texting services in an emergency closure situation)

- Fulfil our Duty of Care towards our Governors and Volunteers
- To enable the School to have Governor photos on a Governor Display board and on the School Website
- To establish the identity of Governors / Volunteers prior to commencing their voluntary roles in order to comply with Safeguarding and Child Protection Legislation
- To ensure compliance with the Childcare Act 2006 relating to disqualification from caring for children as part of our safeguarding obligations towards pupils
- To undertake an enhanced Disclosure and Barring Service as part of our safeguarding obligations towards pupils

## How long your personal data will be kept

When your relationship with the School has ended, we will retain your personal information in accordance with KCC's personnel retention record keeping guidelines (available on the School Website).

## The lawful basis on which we process your personal information

We process this information under:

- **Article 6(1)(c)** processing is necessary for compliance with a legal obligation
- **Article 6(1)(e)** 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

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.

## Reasons we can collect and use your personal 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 possible consequences are of not complying), or whether you have a choice.

## Who we share your personal information with

- Department for Education (DfE) to meet our legal obligations to share information about Governors
- Kent County Council Governor Services in the case of Governors to meet our legal obligations to share certain information with them
- Kent County Council CPD Online to enable Governors to access appropriate CPD

- The Diocese of Canterbury holds details of the Chair of Governors and Foundation Governors as we are a Voluntary Controlled Church of England School
- The Key for Governors to enable Governors to access support and information for their role
- National Governor Association to enable Governors to access support and information for their role

We will share personal information with law enforcement or other authorities if required by applicable law.

## Use of your personal information for marketing purposes

Where you have given us consent to do so, the School may send you marketing information by e-mail or text promoting School events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by contacting the School Office.

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## Your Rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (**Subject Access Requests**)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information

- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

## 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 by contacting the School Office (details below).

Alternatively, you can make a complaint to 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

## Who to Contact and Where to go for Further Information

To exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for, please contact:

**School Contact:** To make a request for your personal information, contact the School Office.

### Goudhurst & Kilndown Church of England Primary School

Beaman Close

Cranbrook Road

Goudhurst

Kent

TN17 1DZ

Tel. 01580 211365

e. [office@goudhurst-kilndown.kent.sch.uk](mailto:office@goudhurst-kilndown.kent.sch.uk)

If you would like to get a copy of the information about you that **Kent County Council** shares with the DfE or how they use your information, please contact the Information Resilience and Transparency Team at [data.protection@kent.gov.uk](mailto:data.protection@kent.gov.uk).

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is **the Information Commissioner** who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

For further information about how the Department for Education uses your information:

For more information about the DfE's data sharing process, please visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact DfE: <https://www.gov.uk/contact-dfe>

## **Data Protection Officer**

The appointed **Data Protection Officer** for Goudhurst & Kilndown Church of England Primary School is:

**Satswana Ltd**

e. [info@satswana.com](mailto:info@satswana.com)

tel. 01252 516898

Registered Office:

Pembroke House, St Christopher's Place, Farnborough, Hampshire, GU14 0NH.