



## Governors, Trustees and Volunteers Privacy Notice

*This Privacy Notice has been written to inform governors, trustees and volunteers of Gosforth Park First School about how and why we process your personal data.*

### Who are we?

Gosforth Park First School is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR. This means that Gosforth Park First School determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with the UK GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer  
Veritau  
West Offices  
Station Rise  
York  
North Yorkshire  
YO1 6GA

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01904 554025



*Please ensure you include the name of your school in all correspondence*

### What information do we collect?

The personal data we collect about you includes:

- Personal identifiers (your name, address, contact details)
- Personal information relating to your particular role (i.e. if you are a parent governor etc)
- Information relating to the history of your appointment
- Register of business interests
- Race and/or ethnicity may be collected for equality monitoring purposes
- Relevant criminal history data, including your DBS check, where applicable.
- Photographs or video images of you
- Relevant skills, expertise and qualifications
- References you have provided.

### **Who do we obtain your information from?**

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- The Disclosure and Barring Service,
- The Local Authority.

### **Who do we share your personal data with?**

Your information will only be made available to those who need it to do their job in relation to your role as a volunteer. This includes the relevant administrative staff.

We will share your information with the following organisations

- Disclosure and barring service to conduct criminal record checks, if applicable
- Department for Education
- Local Authority

### **How long do we keep your personal data for?**

The school will keep your data in line with our Information Policy. Most of the information we process about you will be determined by statutory obligations. Any personal information Gosforth Park we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

### **Do you transfer my data outside of the UK?**

Generally the information that the school holds is all held within the UK. However, some information may be held on computer servers Gosforth Park are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

### **What is our lawful basis for processing your personal data?**

The School processes your personal data and special category data based on its legal responsibilities to:

- Safeguard pupils it has responsibility for,
- Maintain adequate health and safety standards,
- Monitor equality and diversity at our school.

The School relies on Article 6(1)(c) and Article 9(2)(b) of the UK GDPR to process your personal and special category data.

### **What rights do you have over your data?**

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in Gosforth Park the school has handled your personal data. You can do so by contacting:

Phone: 0303 123 1113 or via their [live chat](#). Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on [Contact us | ICO](#).

### **Changes to this notice**

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed 30/11/2022