



Privacy Notice (GDPR) – Volunteers

Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on 18 March 2021.

This privacy notice has been written to inform volunteers (including governors) about what we do with your personal data. This Notice may be subject to change.

Who are we?

Ermysted's Grammar School is a **Data Controller** as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The **Data Protection Officer** (DPO) is Mr Alan Wooley. The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. The DPO's contact details are:

Mr Alan Wooley
Data Protection Officer
Ermysted's Grammar School
Skipton
BD23 1PL
dpo@ermysteds.n-yourks.sch.uk
01756 792186

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

We also collect personal information in the form of images recorded through the use of CCTV. The use of this information is covered by a separate CCTV Policy.

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 (NYCC)

How long do we keep your personal data for?

Ermysted's Grammar School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which 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?

No.

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 GDPR to process your personal and special category data.

What rights do you have over your data?

Under 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

You may exercise any of these rights by contacting the School Office on (01756) 792186. 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 which the school has handled your personal data. You can do so by contacting:

First Contact Team,
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk
03031 231113

NHS Test and Trace

All UK schools have an obligation to respond appropriately to the Government's advice regarding coronavirus. In order to aid the Government in fighting COVID-19 (coronavirus) and to help keep everyone safe as children return to school, the school will take part in the NHS "Test and Trace" service.

If there is a suspected or confirmed case of COVID-19 then we may be required to share staff, students, parents and visitor's personal data with NHS Test and Trace, who act as a Data Controller in their own right. We may

also share this information with the Local Authority, who will use it for the purposes of COVID-19 prevention and detection only . This information may include:

- Your full name
- Your date of birth
- Your contact details
- Relevant medical information

We will keep a record of any information shared. If the NHS Test and Trace service contacts you, the service will use text messages, email or phone.

All information which we share through this service is shared in accordance with Article 6 and 9 of the GDPR:

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'. Article 9(2)(i) 'processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare'

For more information about the service please see the Government guidance and Public Health England's privacy notice:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://contact-tracing.phe.gov.uk/help/privacy-notice>

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.