



PRIVACY NOTICE

GOVERNORS AND VOLUNTEERS

HOW WE USE YOUR INFORMATION

1. The categories of governor/volunteer information that we collect, process, hold and share

We collect personal data as well as special category data such as

- Name and contact details
- Information about business and pecuniary interests
- Right to work evidence, for Disclosure & Barring purposes
- Live moving images via CCTV

2. Why we collect and use this information:

The purpose of processing this data is to support the school to establish and maintain effective governance, to meet statutory obligations for publishing details of governors and to facilitate safer recruitment. CCTV footage ensures the safety and security of the site, students, staff and visitors.

3. The lawful basis upon which we use this information:

As a UK public authority we process the information above under the basis of **Public Task**, to carry out our official functions.

In addition we are legally obliged to share information publicly about our Governing Board. We process this data under the basis of **Compliance**.

4. Collecting governor/volunteer information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. Whenever we seek to collect information from you, we make it clear whether you must provide this information or whether you have a choice.

5. Storing this information

We hold governor and volunteer data for a period of seven years from expiry of term. After this time all paper files are confidentially destroyed and electronic files are permanently deleted. CCTV footage is only retained for 30 days.

6. Who we share this information with

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

Where it is legally required, or necessary, and it complies with data protection law, we may share personal information about you with

- Government departments – to meet our legal obligations
- Local Authority – to meet our legal obligations

- Service providers – to enable the provision of a service or support for which they are contracted to provide

7. Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the school.

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 for the purpose of direct marketing
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed. In the instance of CCTV the right of erasure will not apply as erasure will happen automatically after 30 days.
- Lodge a complaint and/or claim compensation for damages caused by a breach of the Data Protection legislation

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, if you are not satisfied with our response you can contact the external regulator of information rights and law the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Because we collect and process personal data we are registered as 'Data Controller' under current Data Protection legislation. Please contact the school if you have any questions about our privacy policy and notice, information we hold about you, or if you have a complaint about privacy or misuse of personal data. Our registered address as Data Controller is:

Stafford Manor High School
Wolverhampton Road
Stafford
ST17 9DJ

You can also contact our Data Protection Officer using the below contact details.

Email: dpo@staffordshire.gov.uk

Post to:

*Data Protection Officer
Information Governance Unit
Staffordshire County Council
2 Staffordshire Place
Stafford
ST16 2DH*

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can contact the [Information Commissioner's Office \(ICO\)](#).