

Welton St. Mary's Church of England Primary Academy



Our Vision

As an inclusive Christian community we value each person, seeking to release everyone's full potential as promised by Jesus Christ. We seek to provide a safe, inspiring and creative learning environment providing opportunities for all to flourish. Through challenge, support and care, we strive for excellence in all that we do; always building on the foundations of shared values with consistently high expectations rooted in God's love. Together we are encouraged to be agents of positive change in this world.

'May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.' Romans 15:13

Wisdom Hope Community Dignity
Together we care, learn and thrive

Privacy Notice – Governors, Volunteers

Approved July 2025
Review Bi-annually

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About us

Welton St Mary's Church of England Primary School (the school) is the "Controller" of the personal data provided to it. This means the school is responsible for deciding how it holds and uses personal data about you in connection with your employment.

This notice will explain more about how we process your personal data.

Why do we collect your personal data?

We collect and use personal data about you to facilitate your relationship in a voluntary capacity (including governors) with us. We will only use your personal data where the law allows us to and in most cases, this is because it is necessary to assess your suitability for the role and in the wider context of our legal obligations as a school. More specifically, this will include but is not limited to:

- Facilitate safe recruitment processes to meet safeguarding responsibilities;
- Enable the effective governance of the School;
- Meet statutory obligations for publishing required information about governors;
- Provide training, development and support;
- Comply with health and safety obligations;
- Communicate regarding School matters
- To prevent fraud;
- Equal opportunities monitoring;
- To monitor your use of our information and communications systems in line with the ICT Acceptable Use Policy.

We will not collect any personal data that we do not need in order to do this and as far as is reasonable and practicable, will ensure that the information recorded is accurate and kept up to date.

What personal data do we collect?

The personal data we collect may include:

- Personal contact details, such as name, address, telephone number and email address;
- Date of birth;
- Next of kin and emergency contact information;
- Employment details, experience and skills;
- Declaration of interest (business and pecuniary)
- Volunteer role details;
- Training records;
- Information about your use of our information and communication systems;
- CCTV Footage;
- Photographs.

We may also collect and use the following "special categories" of more sensitive personal information:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your physical and mental health, including any medical conditions, health and sickness records
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service

Who do we get your personal data from?

We typically collect personal data about volunteers through the application and recruitment process, either directly from candidates, through a governor recruitment agency, from other third parties via references or through a background check provider.

We will collect additional personal information in the course of volunteer/governor related activities throughout the period of your involvement with the School. Dependent on the circumstances, this may come from you, from managers and colleagues, from pupils and/or parents (sometimes anonymously) or from other professional organisations / third parties.

Who do we share your personal data with?

We will only share your information when it is necessary to do so and in accordance with the law. Internally, access to personnel files is strictly limited. Where applicable we may share your data with organisations that deliver services on behalf of the school.

Where necessary, we may share your personal data with the following categories of recipients:

- Local Authority
- Other schools
- Department for Education
- Occupational Health
- Legal Services
- Providers of goods and services
- Parent Teacher Associations
- Regulatory bodies e.g. General Teaching Council for England
- Professional advisors and consultants
- Police forces, other law enforcement and prosecuting authorities
- Department of Work and Pensions
- Her Majesty's Revenue and Customs
- Disclosure and Barring Service
- Courts and Tribunals

How long do we keep your data for?

We are required to retain your personal data only for as long as is necessary in connection with your employment, after which it will be securely destroyed in line with the school's retention policy or the specific requirements of the organisation that has shared the data with us.

Retention periods are defined within the school's retention guidelines which are available on request.

How do we keep your data safe?

Your data is held securely and in accordance with the Schools information security policy. The school ensures that appropriate technical and organisational measures are in place to keep your information safe and to reduce the risk of loss and theft.

Access to personnel information is strictly controlled.

Data protection training is made available to all staff and there are a number of policies in place that all staff are required to abide by when processing personal data.

Where personal data is processed outside of the UK, it is protected by adequate measures such as an adequacy decision or appropriate safeguards

Your rights

You have a number of rights in relation to your personal data.

You are entitled to access any personal data we hold about you and you can also request a copy. To make a request for your personal data, please contact the school's Data Protection Officer (details provided below).

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

If we have asked for your consent to process your data, you have the right to withdraw that consent at any time.

We are obliged to consider and respond to any such request within one month.

Further Information

If you wish to submit a request, make a complaint or discuss the way in which your personal data is processed, please contact:

School Name: Welton St. Mary's Church of England Primary Academy

School Address: School Drive, Welton, Lincoln. LN2 3LA

DPO Name: Mrs Odette Thorner

DPO Email: Enquiries@welton-st-marys.lincs.sch.uk

DPO Phone Number: 01673 860339

You can access further information about your rights and the Schools data protection obligations from the Information Commissioner's Office. The Information Commissioner's Office is the independent regulator responsible for data protection and is able to consider any complaint you may have about the way your data has been processed. For more information about the Information Commissioner's Office, please visit www.ico.org.uk.