



The Tiffin Girls' School

Privacy Notice - Governors, Members and Other Volunteers

ADOPTED NOVEMBER 2021

Introduction

1. This privacy notice explains how The Tiffin Girls' School (the School) collects, stores and uses personal data about individuals working with the School in a voluntary capacity, including Governors and Members of the Academy Trust.
2. The School is committed to being transparent about how we collect and use personal data and to meeting our data protection obligations.
3. The School is required to explain how and why we collect personal data and what we do with that information. This privacy notice will also provide information as to what you can do about your personal information that is held and processed by us.
4. We, The Tiffin Girls' School, Richmond Road, Kingston upon Thames, KT2 5PL, are the 'data controller' for the purposes of UK data protection law.
5. The Data Protection Officer is Emma Kilburn, Deputy Headteacher. Ms Kilburn can be contacted at dataprotection@tiffingirls.org.
6. This privacy notice should be read in conjunction with the following documents
 - Data Protection Policy
 - Records Management Policy
 - Online Safety Policy

The personal data held by the School

7. Personal data is any information that relates to you and can be used directly or indirectly to identify you. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
 - Contact details (name, address, email, telephone)
 - Date of birth
 - References
 - Employment details
 - DBS certificate numbers, dates and any disclosures made
 - Information about business and pecuniary interests
8. The School may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):
 - Photographs and CCTV images captured in school
 - Information about any health conditions you have that we need to be aware of
 - Information about disability and access requirements

9. The School may also collect, use, store and share (when appropriate) information about criminal convictions and offences.
10. The School may also hold data about you received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

Why the School collects and processes volunteer data

11. The School processes the data listed above to:
 - Establish and maintain effective governance
 - Meet statutory obligations for publishing and sharing Governor and Member details
 - Facilitate safe recruitment, as part of our safeguarding obligations towards students
 - Undertake equalities monitoring
 - Ensure appropriate access arrangements can be provided for volunteers who require them
12. The School does not currently process any personal data through automated decision making or profiling. If this changes in the future, any relevant privacy notices will be amended in order to explain the processing to you, including your right to object to it.

The School's lawful basis for using this data

13. We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:
 - a) Fulfil a contract we have entered into with you
 - b) Comply with a legal obligation
 - c) Carry out a task in the public interest
14. Less commonly, we may also use personal information about you where:
 - d) We need to protect the individual's vital interests (or someone else's interests).
15. Your consent is not required when the lawful basis for using your personal data is a), b), c) or d) above.
16. We may also use personal information about you where you have given the School consent to use it in a certain way.
17. 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.
18. 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 this data.
19. Some special categories of personal data, such as information about health or medical conditions, are processed to comply with health and safety obligations (such as those in relation to disabled volunteers.)
20. The School also processes other special categories of personal data, such as information about ethnic origin. This is done for the purposes of equal opportunities monitoring and in accordance with its Public Sector Equality Duty in accordance with the Equality Act.

- 21.** Some of the reasons special category data on volunteers is processed include:
- Legal claims. The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisers and insurers.
 - For equal opportunities monitoring.
 - For medical reasons to ensure that we comply with our health and safety obligations to you

Collecting this data

- 22.** Whilst the majority of information the School collects from you is mandatory, there is some information that can be provided voluntarily.
- 23.** 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.
- 24.** The School collects information in a variety of ways, for example, through:
- Application forms, CVs or covering letters
 - Your passport or other identity documents, such as your driving licence
 - From third parties such as the DBS in carrying out safeguarding checks
 - Correspondence with you
 - Interviews or meetings
- 25.** Most of the data the School holds about you will come from you, but the School may also hold data about you from:
- Local authorities
 - Government departments or agencies
 - Police forces, courts, tribunal

Storing this Data

- 26.** We keep personal information about you while you volunteer at the school. We may also keep it beyond your work at the School if this is necessary. Our Records Retention Schedule sets out how long we keep information about Governors, Members and other volunteers; a copy of which is available from the Data Protection Officer.
- 27.** The School has put in place appropriate security measures to prevent your personal information from being accidentally lost, accidentally destroyed, used or accessed in an unauthorised way, altered or disclosed.

Data Sharing

- 28.** The School does not share information about you with any third party without your consent unless the law and our policies allow us to do so.
- 29.** Where it is legally required, or necessary (and it complies with UK data protection law) we may share personal information about you with:
- The Disclosure and Barring Service – to meet our legal obligations for safer recruitment
 - Our Local Authority (LA) – to meet our legal obligations to share certain information, such as safeguarding concerns. The school's LA is the Royal Borough of Kingston.
 - The Department for Education (DfE) and the Education and Skills Funding Agency (ESFA) – to meet our legal obligations to share certain information regarding Governors and Members

- Companies House - to meet our legal obligations to share certain information regarding Governors
 - Our auditors – to enable them to meet their obligations to conduct internal and external audits of the school’s governance arrangements
 - Insurance provider – we may need to share some information to ensure we maintain cover or to process any claims
 - Health and social welfare organisations – we may need to share information about you with those who have responsibility for student welfare
 - Professional advisers and consultants – we might need to share volunteer information in order to assist us in the running of the school, if this is relevant to their work
 - Police forces, courts, tribunals – sometimes we need to share information with the police or our legal advisers to help with an inquiry, e.g. safeguarding issues or injuries
- 30.** For Governors and Members of the Academy Trust - to find out more about the requirements placed on us by the DfE including the data that we share with them, go to www.gov.uk/government/news/national-database-of-governors
- 31.** Note: Some of these personal data items are not publically available and are encrypted within the database system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

Transferring data internationally

- 32.** With cloud-based storage and some other services sometimes being supplied outside the UK, personal data can be sent to other jurisdictions.
- 33.** Where we transfer personal data to a third party country or territory, we will do so in accordance with UK data protection law.
- 34.** Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

Your rights regarding personal data

- 35.** Individuals have a right to make a subject access request to gain access to personal information that the School holds about them.
- 36.** Under UK data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
- Object to the use of your personal data
 - Prevent your data being used to send direct marketing
 - Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
 - In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
 - In certain circumstances, be notified of a data breach
 - Make a complaint to the Information Commissioner’s Office
 - Claim compensation for damages caused by a breach of the data protection regulations
- 37.** To exercise any of these rights, please get in touch with our Data Protection Officer. See below for contact information.

38. If you have a concern about the way we are collecting or using your personal data, please raise your concern with the School in the first instance by contacting our Data Protection Officer. We take any complaints about our collection and use of personal information very seriously.
39. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/> or call 0303 123 1113 or write to ICO, Wycliffe House, Water lane, Wilmslow, Cheshire, SK9 5AF

Contact us

40. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Emma Kilburn
Deputy Headteacher and Data Protection Officer
The Tiffin Girls' School
Richmond Road
Kingston upon Thames
Surrey KT2 5PL

Tel: 020 8546 0773

Email: dataprotection@tiffingirls.org