



Dream, Believe, Achieve



Privacy Notice for Governors and volunteers

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the school in a voluntary capacity, including governors. Ludgvan School are the data controller for the purposes of data protection law. Our data protection officer is Holly Badcock, Ludgvan School, Lower Quarter, Ludgvan, Penzance, Cornwall, TR20 8EX.

The personal data we hold

We process data relating to those volunteering at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into special categories of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs and sexual orientation
- Disability and access requirements

Why we use this data

The purpose of processing this data is to support the school to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors' details
- Facilitate safe recruitments, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Where you have provided us with consent to use your data, you may withdraw this consent at any time.

How we store this data

We maintain a file to store personal information about all volunteers and governors. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school. When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our record retention procedure.

CCTV

We have installed CCTV systems externally in our premises as it is used by members of the public, for the purposes of pupils, staff, public safety and crime prevention and detection. A sign is displayed notifying you that CCTV is in operation. Images captured by CCTV will not be kept for longer than 8 weeks. However, on occasions there may be a need to keep images or pass images onto authority where crime is being investigated but we will inform you of this. You have the right to see images of yourself under the Data Protection Act 2018.

Data sharing

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 a legally required or necessary and it complies with data protection law, we may share your personal information with:

- Government departments or agencies – to meet our legal obligations to share information about governors
- The LA – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor clerk
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts
- Accountant and Auditor (Francis Clark)

Your rights

You have the right to make a 'subject access request' to gain access to personal information that the school holds about them. If you want to make a request, please contact our data protection officer, Holly Badcock and she will respond to you within 10 working days.

If you think our collection or use of personal information is unfair, misleading or inappropriate, or have any concerns about our data processing, please contact our data protection officer, Holly

Badock on 01736 740408 or email secretary@ludgvan.cornwall.sch.uk or write FAO Holly Badcock, Ludgvan School, Lower Quarter, Ludgvan, Penzance, Cornwall, TR20 8EX.

