Privacy notice (How we use Governor and Volunteer information)

Although we have tried to make this Privacy Notice as straight forward as possible, some may find it difficult to understand. Please contact the school Data Protection Lead, details at the end of this notice, for further help if needed.

This notice explains how we use information about you and what we do with it. We call this information about you 'personal data' or personal information'.

The categories of information that we process include:

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
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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
- Disability and access requirements

Why we collect and use this information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

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

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

Use of your personal data for marketing purposes

Where you have given us consent to do so, Al-Noor Primary School may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting our data protection officer.

Under the UK General Data Protection Regulation (GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are:

- for the purpose a) named above in accordance with the legal basis of legal obligation

All local authority maintained school governing bodies, under section 538 of the Education Act 1996, and academy trusts, under the academy trust handbook, have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

- substantial public task under UK GDPR - Article 9

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data – for example, when fund raising for the school.

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.

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 your data.

Collecting this information

We collect personal information via the governor application process.

Governance roles data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK-GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

Personal data is stored in line with our Data Protection policy.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.

Once your relationship with the school has ended, we will retain this file and delete the information in it in accordance with our record retention schedule. We have adopted the Information and

Records Management Society's toolkit for schools which sets out how long we keep information about staff members.

This document can be viewed online here.

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:

- Our local authority – if ever relevant e.g. regarding Safeguarding concerns
- The Department for Education – to provide mandatory information in the annual school census on school staffing and, following disciplinary action, in the event a trustee is deemed unsuitable to work with children
- The Disclosure and Barring Service – following disciplinary action, in the event a trustee is deemed unsuitable to work with children
- Your family or representatives – to meet our duty of care for your welfare, if required in emergency
- Educational service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support. (Bromcom is our management information system provider)
- GovernorHub – online governance tool which provides tools for communication, document storage, and meeting management for governing boards
- Financial organisations – for example if a trustee is a signatory on a bank account or is responsible for school finance
- Our auditors – to demonstrate the school's financial or regulatory compliance and performance
- Survey and research organisations – to share information to analyse trends in the school's performance
- Health authorities – to meet your vital interests in the event of medical emergencies
- Professional advisers and consultants – to enhance the school's financial or educational performance
- Police forces, courts, tribunals – to comply with legal obligations to share information
- Professional bodies – to comply with legal obligations to share information
- The National Health Service (NHS)

Why we share this information

We do not share information about individuals in governance or volunteering roles with anyone without consent unless the law and our policies allow us to do so.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Local authority

We are required to share information about our governance roles with our local authority (LA) under the Education Act 2002 s1 Instrument of Governance.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under:

We are required to share information about our governance roles with the Department for Education (DfE) under section 538 of the Education Act 1996

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see the 'How Government uses your data' section.

Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, please contact the School's Office Manager.

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'.
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).

- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at raise a concern with ICO

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the How Government uses your data section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our designated data protection lead

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **6th October 2026.**

Contact

If you would like to discuss anything in this privacy notice or make a request for information, please contact:

Najia Saeed (School Office Manager) najia.saeed@al-noorprimary.org.uk
Al-Noor Voluntary Aided Primary School
619-629 Green Lane, Ilford, IG3 9RP

Please note our Statutory Data Protection Officer details are below:

London Borough of Redbridge Data Protection Officer
Lynton House, 255-259 High Road, Ilford, IG1 1NY
dataprotection.schools@redbridge.gov.uk

How government uses your data

The governance data that we lawfully share with the Department for Education (DfE) through data collections:

- increases the transparency of governance arrangements enable local authority maintained schools, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context

- allows the Department for Education (DfE) to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

The volunteer data that we lawfully share with the Department for Education (DfE) through data collections:

- allows the Department for Education (DfE) to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for a role within a school

Data collection requirements

To find out more about the requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to https://www.gov.uk/government/news/national-database-of-governors

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account 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 for Education (DfE) unless the law allows it.

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a subject access request (SAR). See the guide for details:

https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-

personal-information#your-rights

Further information on what personal information the Department for Education (DfE) holds about you is published in the privacy notice below:

https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers

To contact DfE: https://www.gov.uk/contact-dfe