

Privacy Notice – for school trustees and volunteers

The use of your personal data

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

This privacy notice explains how we collect, store and use personal data about **pupils**.

Al-Noor Primary School, 619-629 Green Lane, Goodmayes, Ilford, Essex, IG3 9RP, is the '**data controller**' for the purposes of data protection law.

Please note our Data Protection Officer is the DPO at the London Borough of Redbridge and they can be contacted at dataprotection.schools@redbridge.gov.uk.

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
- 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 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.

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

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

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

How we store this data

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 for free at: <http://irms.org.uk/?page=schoolstoolkit&terms=>.

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 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
- 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)

Transferring data internationally

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.

Your rights

How to access personal information that we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact the School's Office Manager.

Your other rights regarding your data

Under 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 personal data if it would cause, or is causing, damage or distress

- Prevent it being used to send direct marketing
- Object to 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
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our School's Office Manager.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer at the London Borough of Redbridge** at dataprotection.schools@redbridge.gov.uk.

This notice is based on the Department for Education's model privacy notice for pupils, amended for school trustees and volunteers and to reflect the way we use data in this school.