



Privacy Notice: Volunteers & Governors

Contents

1. [Introduction](#)
 2. [The Personal Data We Collect and Hold](#)
 3. [Why We Collect and Use This Data](#)
 4. [Our Lawful Basis for Using This Data](#)
 5. [Collecting This Data](#)
 6. [How We Store This Data](#)
 7. [Who We Share Information With](#)
 8. [Transferring Data Internationally](#)
 9. [Data Protection Rights](#)
 10. [Data Protection Breaches](#)
 11. [Complaints](#)
 12. [Contact Us](#)
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1. Introduction

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' to individuals where we are processing their personal data.

This notice explains how we collect, store, and use personal data about individuals working with **Darell Primary and Nursery School** in a voluntary capacity, including Governors. We are the 'Data Controller' for these purposes.

2. The Personal Data We Collect and Hold

Personal data that we may collect, use, store, and share includes, but is not limited to:

- **Identity & Contact:** Name, DOB, marital status, and emergency contact details.
- **Governance Data:** Meeting attendance, school visits, roles, and leadership responsibilities.
- **Statutory Info:** Business and pecuniary interests, and criminal record disclosures (DBS).
- **Pre-appointment Screening:** Results of **online searches** conducted as part of due diligence.
- **Technical Data:** Logs regarding your use of the school's information and communication systems, including **filtering and monitoring logs** for safeguarding.
- **Images/Video:** Photographs and CCTV footage for security and promotional purposes.

3. Why We Collect and Use This Data

We use this data to:

- Establish and maintain effective governance.
- Meet statutory obligations for publishing governor details (e.g., on GIAS and the school website).
- Facilitate safeguarding as part of our obligations towards pupils.

- Ensure health and safety, including reasonable adjustments for disabilities.
- Monitor use of school IT systems to ensure they are used safely and legally.

4. Our Lawful Basis for Using This Data

We process your personal data under the following **Article 6 (UK GDPR)** bases:

- **Legal Obligation:** To meet our responsibilities under law (e.g., *Education Act 1996*).
- **Public Task:** To fulfil our statutory functions as a school.
- **Vital Interests:** In life-or-death situations.
- **Consent:** Where you have given us clear permission for a specific purpose.

For **Special Category Data** (Article 9), we rely on:

- **Employment, Social Security and Social Protection:** To fulfil our duty of care.
- **Substantial Public Interest:** For safeguarding, equality of opportunity, and statutory government purposes.

5. Collecting This Data

While most information is mandatory, some is provided voluntarily. We will clearly state whether you must provide the information or if you have a choice.

6. How We Store This Data

Personal data is stored securely in accordance with our **Data Retention Policy**. Records for Governors are typically retained for 6 years after the term of office ends. When the relationship ends, data is disposed of securely.

7. Who We Share Information With

Where legally required or necessary, we share data with:

- **The DfE:** Statutory governance databases (Get Information About Schools).
- **Local Authority (LA):** For details of governors and safeguarding.
- **Ofsted:** During school inspections.
- **Suppliers:** Specifically, for IT services and governor support/training platforms.

8. Transferring Data Internationally

We conduct due diligence on all companies we share data with. For organizations processing data outside the UK, we assess the adequacy of legal provisions (e.g., UK Adequacy Decisions or Standard Contractual Clauses) to ensure no undue risk.

9. Data Protection Rights

You have the right to make a **Subject Access Request (SAR)** to see the info we hold. You also have the right to:

- Ask for data to be corrected or erased.
- Object to processing where we rely on "Public Task" or "Legitimate Interests."
- Withdraw consent (where it was previously given).

10. Data Protection Breaches

If you suspect a breach (unauthorized access or loss of data), please contact our Data Protection Lead or DPO without undue delay.

11. Complaints

We take complaints seriously. Please contact us in the first instance. You can also contact our DPO, **Satswana**, or the **Information Commissioner's Office (ICO)**.

12. Contact Us

School Data Protection Lead: Emma Claridge

Email: info@darell.richmond.sch.uk | **Phone:** 0208 876 6721

Independent DPO (Satswana): Email: info@satswana.com | **Phone:** 01252 759177

Address: Suite G12 Ferneberga House, Alexandra Road, Farnborough, GU14 6DQ

Summary of Changes (January 2026 Update)

- **Filtering and Monitoring:** Added specific language regarding the monitoring of school IT systems to comply with *Keeping Children Safe in Education (KCSIE)* requirements.
- **Online Searches:** Formalized the inclusion of "online searches" as part of the pre-appointment due diligence process for governors.
- **International Transfers:** Refined terminology to reflect the UK's current "Adequacy Decision" status and the use of Standard Contractual Clauses (SCCs) for data sent outside the UK.
- **Special Category Data:** Clarified the lawful bases used for sensitive information, particularly for "Substantial Public Interest" (safeguarding and equality of opportunity).
- **Formatting:** Added a hyperlinked contents page for better digital navigation.

Status: Updated Jan 2026

Next Review: Jan 2027