



Mickle Trafford Village School

General Data Protection Regulations GDPR

Privacy notice for Governors, Trustees and other Volunteers

Under data protection law, individuals have a right to be informed about how Mickle Trafford Village School uses any personal data 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 individuals working with the school in a voluntary capacity, including governors and trustees.

We, Mickle Trafford Village School, are the 'data controller' for the purposes of data protection law.

This notice reflects the requirements of the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025.

Our data protection officer is Jordan Dyson, who can be contacted using the details in the 'Contact us' section below. The data protection officer monitors our compliance with data protection law and provides advice and guidance.

The personal data we hold

We process data relating to those volunteering at Mickle Trafford Village 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 any criminal convictions and offences, for example where this arises from Disclosure and Barring Service (DBS) checks carried out as part of our safe recruitment and safeguarding processes. This may include information about (where applicable):

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

Why we use this data

The purpose of processing this data is to support Mickle Trafford Village School to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors' and 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
- Fulfil our safeguarding duties towards pupils and other members of the school community, including responding to concerns or allegations.
- Manage queries, concerns and complaints relating to governance, including data protection complaints made under the Data (Use and Access) Act 2025.

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to under the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025 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 rely on a 'recognised legitimate interest' under Article 6(1)(ea) UK GDPR (as inserted by the Data (Use and Access) Act 2025) for specific purposes listed in Annex 1 to the UK GDPR, such as safeguarding vulnerable individuals and responding to emergencies, where applicable.

We may also rely on 'legitimate interests' where our interests are not overridden by your rights and freedoms, for example where:

- clerking service providers require information to coordinate meetings and distribute information
- a centralised IT system is used for the coordination of governance activities (e.g. Governor Hub, GIAS)
- training providers require information to coordinate training sessions and distribute information
- relevant associations require information to be able to distribute relevant information
- directly to trustees and governors (e.g National Governance Association)

Where we rely on a 'recognised legitimate interest' (for example, to safeguard vulnerable individuals), we are not required to carry out a Legitimate Interests Assessment, but we will still ensure the processing is necessary and proportionate.

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 our use of your data.

Where we process special category data (such as information about health or ethnicity), we will identify an additional lawful condition under Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018, for example where processing is necessary for reasons of substantial public interest (such as equality of opportunity or safeguarding).

Where we process information about criminal convictions or offences (for example, as part of DBS checks carried out for safe recruitment purposes), we will also identify a lawful condition for that processing under Article 10 UK GDPR and Schedule 1 of the Data Protection Act 2018.

Collecting this information

While the majority of the 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 accordance with our Data Protection Policy and Records Retention Schedule, which set out how long different categories of information are kept and the methods used for secure disposal.

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 Mickle Trafford Village School.

When your relationship with the school or trust has ended, we will retain and dispose of your personal information in accordance with our Data Retention policy, our Data Retention policy sets out how long we keep information and can be found on our website at www.mickletraffordvillageschool.co.uk.

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:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – 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/trustee support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

Transferring data internationally

Where we transfer personal data to a country or territory outside the United Kingdom to an organisation that is not subject to UK data protection law, we will ensure the transfer complies with Chapter V of the UK GDPR. This may include using UK adequacy regulations, the ICO's International Data Transfer Agreement / Addendum, or other appropriate safeguards, and carrying out a transfer risk assessment where required, in line with current ICO guidance on international transfers.

Your rights

How to access the personal information we hold about you.

Individuals have a right to make a 'subject access request' to gain access to personal information that Mickle Trafford Village 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
- Tell you about your right to complain to us under section 164A of the Data Protection Act 2018, and your right to complain to the Information Commissioner's Office under section 165 of the Data Protection Act 2018
- Give you a copy of the information in an intelligible form

If you would like to make a request please contact our named school contact or data protection officer.

We may ask you to provide proof of identity, or to clarify the scope of your request, before responding. In accordance with Article 12A UK GDPR, the one-month time limit for responding will be paused while we wait for any identity verification or clarification we have reasonably requested from you, and will resume once we receive it.

Other rights

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
- Where a decision about you is made solely by automated means and has a legal or similarly significant effect on you, be given information about the decision, make representations about it, request human intervention, and contest the decision, in accordance with Articles 22A to 22D of the UK GDPR
- 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
- In certain circumstances, request that we erase your personal data ('the right to be forgotten') or restrict how we use it.
- Request that we transfer your personal data to another organisation in a structured, commonly used and machine-readable format ('data portability'), where the legal requirements are met.

To exercise any of these rights, please contact our named school contact or data protection officer.

Responsibilities of governors, trustees and other volunteers

We are provided with contact details by governors, trustees and other volunteers for the purposes of communication (email addresses, telephone numbers etc). Governors, trustees and other volunteers should inform us in writing of any changes to these details as soon as possible so that our records can be updated and to minimise the risk of the incorrect distribution of personal data.

Complaints

We take any complaints about our collection and use of personal information very seriously. Under the Data (Use and Access) Act 2025, you have a statutory right to complain to us about how we handle your personal data, and we must make it easy for you to do so.

To make a data protection complaint or raise a concern, you can:

- Email our data protection officer at dpo@feps.co.uk
 - Write to our data protection officer at the address in the 'Contact us' section
 - Use any data protection complaint form available on our website or from the school office
- We will:
- Acknowledge your complaint within 30 days of receipt
 - Investigate it and respond without undue delay, explaining the outcome and any steps we have taken

If you remain dissatisfied after we have responded, you can still raise your concerns with the Information Commissioner's Office (ICO). You do not have to contact us first, but doing so may help resolve the matter more quickly.

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, Jordan Dyson, in writing;

Phone: 01924 907319

Email : dpo@feps.co.uk

Mail - Data Protection Officer

First Floor, Unit A, Cedar Court Office Park, Denby Dale Road, Wakefield, WF4 3FU

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