



# **Privacy Notice for Governors and Volunteers**

**January 2026**

## **Privacy Notice for Governors and Volunteers:**

Under Data Protection Law, individuals have a right to be informed about how Wyton on the Hill Primary School, uses any personal data held 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 governors and volunteers to the school.

We, Wyton on the Hill Primary School are the 'Data Controller' for the purposes of Data Protection Law. Our Data Protection Officer is [The ICT Service](#) (see 'Complaints' / 'Contact us' below).

### **The personal data we hold:**

We process data relating to those visiting Wyton on the Hill Primary School. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Full name and address
- 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 includes 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:

- Establish and maintain effective governance.
- Meet statutory obligations for publishing and sharing Governors' 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.

### **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).

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.

### **Collecting this information:**

While most 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 we collect as part of the visitor process is stored in line with Wyton on the Hill Primary School's [Data Protection and UK GDPR Policy](#).

We will retain, and dispose of, the personal data of all visitors in accordance with the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools.

### **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.
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as catering.
- Professional advisors and consultants.
- Employment and recruitment agencies.
- Police forces, courts and tribunals.

### **Transferring data internationally:**

Where we transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with Data Protection Law.

## **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 the Trust 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.

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact the School Business Manager at [finance@wyton.cambs.sch.uk](mailto:finance@wyton.cambs.sch.uk).

### **Your other rights regarding your data:**

Under Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress.
- Prevent your data being used to send direct marketing.
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than 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 the School Business Manager at [finance@wyton.cambs.sch.uk](mailto:finance@wyton.cambs.sch.uk).

### **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 the School Business Manager at [finance@wyton.cambs.sch.uk](mailto:finance@wyton.cambs.sch.uk).

You can also contact our Data Protection Officer:

Email: [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)

Tel: 01223 752111 (option 4)

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL  
Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call: 0345 196 8075
- 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:

- the School Business Manager at [finance@wyton.cambs.sch.uk](mailto:finance@wyton.cambs.sch.uk).

*This notice is based on the [Department for Education's model privacy notice](#) for Governors and Volunteers, amended to reflect the way we use data in this school.*