



Privacy Notice for Governors/Trustees and Other Volunteers November 2025

Approved/Adopted

Governing Body/Policy Approval Panel

Statutory/Non-Statutory

Frequency of Review: **Annual/Bi-annual**

Our vision states:

For you are all one in Jesus Christ' Galatians 3:28

Our inclusive church school celebrates each person and makes sure that everyone is known and valued. An ambitious and engaging curriculum strives to lay strong foundations to prepare pupils for their lives now and in the future. In the spirit of ubuntu we travel together, discern possibilities and act in hope so that each person flourishes.

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About us

Brant Broughton Church of England and Methodist Primary School (the school) is the "Controller" of the personal data provided to it. This means the school is responsible for deciding how it holds and uses personal data about you in connection with the recruitment process.

This notice will explain more about how we process your personal data.

Why do we collect your personal data?

We collect and use personal data about you to facilitate your relationship in a voluntary capacity (including governors) with us. We will only use your personal data where the law allows us to and in most cases, this is because it is necessary to assess your suitability for the role and in the wider context of our legal obligations as a school. More specifically, this will include but is not limited to:

- Facilitate safe recruitment processes to meet safeguarding responsibilities;
- Enable the effective governance of the School;
- Meet statutory obligations for publishing required information about governors;
- Provide training, development and support;
- Comply with health and safety obligations;
- Communicate regarding School matters
- To prevent fraud;
- Equal opportunities monitoring;
- To monitor your use of our information and communications systems in line with the ICT Acceptable Use Policy.

We will not collect any personal data that we do not need in order to do this and as far as is reasonable and practicable, will ensure that the information recorded is accurate and kept up to date.

What personal data do we collect?

The personal data we collect may include:

- Personal contact details, such as name, address, telephone number and email address;
- Date of birth;
- Next of kin and emergency contact information;
- Employment details, experience and skills;
- Declaration of interest (business and pecuniary)

- Volunteer role details;
- Training records;
- Information about your use of our information and communication systems;
- CCTV Footage;
- Photographs.

We may also collect and use the following "special categories" of more sensitive personal information:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your physical and mental health, including any medical conditions, health and sickness records
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service

Who do we get your personal data from?

We typically collect personal data about volunteers through the application and recruitment process, either directly from candidates, through a governor recruitment agency, from other third parties via references or through a background check provider.

We will collect additional personal information in the course of volunteer/governor related activities throughout the period of your involvement with the School. Dependent on the circumstances, this may come from you, from managers and colleagues, from pupils and/or parents (sometimes anonymously) or from other professional organisations / third parties.

Who do we share your personal data with?

We will only share your information when it is necessary to do so and in accordance with the law. Internally, access to personnel files is strictly limited. Where applicable we may share your data with organisations that deliver services on behalf of the school.

Where necessary, we may share your personal data with the following categories of recipients:

- Local Authority
- Other schools
- Department for Education
- Occupational Health
- Providers of goods and services
- Parent Teacher Associations
- Regulatory bodies e.g. General Teaching Council for England
- Professional advisors and consultants

- Police forces, other law enforcement and prosecuting authorities
- Disclosure and Barring Service

How long do we keep your data for?

We are required to retain your personal data only for as long as is necessary in connection with your association with the school, after which it will be securely destroyed.

How do we keep your data safe?

The school ensures that appropriate technical and organisational measures are in place to keep your information safe and to reduce the risk of loss and theft.

Access to personnel information is strictly controlled.

Your rights

You have a number of rights in relation to your personal data.

You are entitled to access any personal data we hold about you and you can also request a copy. To make a request for your personal data, please contact the school's Data Protection Officer (details provided below).

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

If we have asked for your consent to process your data, you have the right to withdraw that consent at any time.

We are obliged to consider and respond to any such request within one month.

Further Information

If you wish to submit a request, make a complaint or discuss the way in which your personal data is processed, please contact:

Brant Broughton CE Methodist Primary School
MILL LANE
BRANT BROUGHTON
LINCOLN
LN5 0RP

Email: ENQUIRIES@BRANT-BROUGHTON.LINCS.SCH.UK

Tel: 01400 272035

DPO Name: Judy Carter

You can access further information about your rights and the school's data protection obligations from the Information Commissioner's Office. The Information Commissioner's Office is the independent regulator responsible for data protection and is able to consider any complaint you may have about the way your data has been processed. For more information about the Information Commissioner's Office, please visit www.ico.org.uk