Westcliff High School
for Boys

# Fair Processing Notice for Governors andTrustees

Westcliff collects data and information about you so that we can run effectively as a school and comply with our duties and obligations under legislation. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and your rights.

We will always make sure that your information is protected and treated securely. Any information that we process will be held in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

**Our contact details**

Westcliff High School for Boys
Company number: 07347930
Registered address: Kenilworth Gardens, Westcliff-On-Sea, Essex, SS0 0BP
Phone: 01702 475443
Email: office@whsb.essex.sch.uk

Our Data Protection Officer is **Judicium Consulting Limited** and they can be contacted at **dataservices@judicium.com**

**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:

- Contact details;
- References;
- Evidence of qualifications;
- Employment details;
- Information about business and pecuniary interests.

**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 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 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 the Information Management Toolkit for Schools v5.

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.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with the Information Management Toolkit for Schools v5.

**Data sharing**

We share your personal data with the following:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees (including statutory information required to be shared on the school websites;
- 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;
- Police forces, courts.

**Do we transfer your personal data outside of the UK?**

We do not transfer your personal data outside of the UK.

**What are your privacy rights?**

Under the UK General Data Protection Regulation (GDPR), data subjects have rights about their personal data:

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| The right to be informed | Provide data subjects with information about the processing activities being conducted. |
| The right to request access | Provide data subjects with confirmation that their personal data is being processed and access to the personal data, subject to exemptions. |
| The right to recertification | data subjects have the right to request to have inaccurate or incomplete personal data corrected |
| The right to erasure | Data subjects have the right to request to have their personal data erased |

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| The right to restrict processing | Data subjects have the right to request to the restriction of the processing of their personal data |
| The right to data portability | Data subjects have the right to request a move of their personal data between organisations |
| The right to object | Data subjects have the right to object to how their personal data is being processed |
| Rights relating to automated decision making and profiling | Data subjects have the right to not be subject to an automated or profiling decisions |

For more information about your Data Subject Rights, please refer to the ICO website – https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulations-gdpr/individual-rights/

You also have the right to lodge a complaint with the ICO regarding any aspect of our processing of your personal data. We would appreciate the opportunity to address any issues and request that you contact us in the first instance.

WHSB is registered with the Information Commissioner's Office under number Z2821659.