LEVENS CE SCHOOL

Governors, Trustees, and Volunteers Privacy Notice

This privacy notice has been written to inform governors, trustees, and volunteers about how and why we process your personal data.

Who are we?

Levens CE School is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and how it is processed. We will only collect and use your personal data in ways that are compliant with data protection legislation.

We have appointed Veritau Ltd as our Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or Miss Sian Finlay, School Business Manager, office@levens.cumbria.sch.uk or 015395 60694.

Veritau's contact details are:

Schools DPO Service
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA
schoolsdpo@veritau.co.uk / 01904 554025

What personal information do we collect?

The personal data we collect about you includes:

- Personal identifiers, including your name, address and contact details.
- Information relating to your particular role, i.e. parent governor, community governor, etc.
- Information about the history of your appointment.
- Your business and/or financial interests, where applicable.
- Relevant criminal history data, including your DBS check, where applicable.
- Relevant skills, expertise and qualifications.
- References you have provided.

- Information about any health condition or disability you may disclose.
- Photographs or video images of you, including CCTV footage.
- Records of communications and interactions we have with you.
- Equality monitoring information, such as your ethnicity, religious beliefs and gender.
- E-monitoring and filtering information about your use of our network and IT systems.

Why do we collect your personal information?

We process your information for the purposes outlined below:

- To establish and maintain effective governance.
- To meet our safeguarding and health and safety obligations.
- To meet statutory obligations for publishing and sharing governor and trustee details.
- To monitor and manage skills, training, and personal development.
- To make any reasonable adjustments you may need in relation to a health condition or disability.
- To promote the school, including in newsletters, on the school website, and social media platforms.
- To monitor and inform our policies on equality and diversity.

What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

If we share your information in a health emergency, we may rely on the lawful basis of Article 6(1)(d) – vital interests.

For the processing of personal data relating to criminal convictions and offences, processing meets Schedule 1, Part 2 of the Data Protection Act 2018 as below:

- (10) Preventing or detecting unlawful acts

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(g) - reasons of substantial public interest

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 - statutory and government purposes
- Condition 8 – equality of opportunity or treatment
- Condition 10 - preventing or detecting unlawful acts
- Condition 16 - support for individuals with a particular disability or medical condition
- Condition 18 - safeguarding of children and vulnerable people

If we share your information in a health emergency, we may rely on the additional condition of Article 9(2)(c) – vital interests.

Who do we obtain your information from?

We normally receive this information directly from you, for example via documents and other records and information supplied by you in the course of your application for the role or a period of volunteering. However, we may also receive some information from the following third parties:

- Disclosure and Barring Service (DBS).
- Local Authority.
- Referees you have provided.
- Universities or Colleges, for placement and work experience students.
- Governor support services, if applicable.

Who do we share your personal data with?

We may share your information with the following organisations**:**

- Department for Education (DfE).
- Disclosure and Barring Service (DBS).
- Any relevant funding authority.
- Our IT application providers, where relevant to your role.
- Universities or Colleges, for placement and work experience students.
- Emergency services, where required in a health emergency, including a mental health emergency.
- Local Authority.
- Governor support services.

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for crime detection or prevention.

How long do we keep your personal data for?

We will retain your information in accordance with our Records Management Policy and Retention Schedule. Statutory obligations determine the retention period for most of the information we process about you. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

We may also retain some information for historical and archiving purposes, where it is in the public interest.

Artificial intelligence (AI)

We may use some systems and platforms that incorporate an AI function. Where we do this, we ensure that the data is held securely and is not used for training the AI model. AI does not make any automated decisions about individuals, and outputs are always subject to human oversight.

International transfers of data

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Usually, your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. If your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

What rights do you have over your data?

Under the UK GDPR, you have the following rights in relation to the processing of your data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data be amended if it is inaccurate or incomplete.
- to request that your personal data be erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data be restricted.
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data, you can submit a data protection complaint to us. Please contact us on the details above outlining your concerns.

If we cannot resolve your concerns, then you may also complain to the Information Commission, which is the UK's data protection regulator. Its contact details are below:

The telephone helpline (0303 123 1113) is open Monday to Friday between 9 a.m. and 5 p.m. (excluding bank holidays). Alternative methods to report, enquire, register, and raise complaints are available on the ICO's website here.

Changes to this notice

We reserve the right to change this privacy notice at any time. We will typically notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed September 2026