

Privacy Notice for Governors and Volunteers

Medina House School is the Data Controller for personal information with respect to responsibility under Data protection legislation.

The information that we collect and hold for volunteers include:

- Name
- Date of birth
- Phone number
- Address
- Relevant volunteering or employment history
- References
- Any relevant qualifications, e.g. relating to safeguarding
- Employment checks, e.g. right to work in the UK and DBS checks

The lawful basis on which we use this information

Medina House has the legal right and a legitimate interest to collect and process personal data relating to volunteers we employ to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law including Keeping Children Safe in Education 2019 and Working Together to Safeguard Children 2018.

Storing personal data

In accordance with the Data Protection Policy, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. Details of the retention of records can be found in our Retention Policy

How is your information shared

We only share personal data where the law requires us to do so, e.g. for the purpose of DBS checks, or where we obtain consent.

Requesting access to your personal data

As the data subject, you have certain rights with respect to your personal data.

You have a legal right to:

- request access to the personal data that Medina House School holds
- request that your personal data is amended or erased
- request that the processing of your data is restricted
- object to processing of your personal information
- Request the transfer of your personal information to another party

For further details on your rights or to apply to access your personal information, contact the School Business Manager.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance, contact the School Business Manager, finance@medinahouse.iow.sch.uk. You also have the right to raise concerns with the school's Data Protection Officer; the Head of Legal Services and Monitoring Officer at the Isle of Wight Council, dpo@IOW.gov.uk. Ultimately, you also have the right to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

The School Business Manager

Tel: 01983 522917 Email: finance@medinahouse.iow.sch.uk