

## PRIVACY NOTICE FOR GOVERNORS AND VOLUNTEERS

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about visitors to the school, in line with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

We, Aylesbury Grammar School, are the 'data controller' for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal information about you. Our data protection lead is Mrs E Harrington-Jones (see 'Contact us').

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on **18 June 2026**.

### **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, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- We will also carry out an online search about you for information that is publicly available online. This will include social media accounts you may hold.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include 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 support the school 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 your personal data when the law allows us to. Most commonly, we process it where we need to comply with our legal obligation to keep our pupils and staff safe while on the school premises.

Less commonly, we may also process your personal data in situations where:

- Comply with a legal obligation
- Carry out a task in 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)
- We have legitimate interests in processing the data

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how to withdraw it.

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**

Some of the information we collect from you is mandatory, and in some cases you can choose whether or not to provide the information 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.

We will only collect the data that we need in order to fulfil our purposes, which are set out above.

### **HOW WE STORE THIS DATA**

We will keep your personal data while you are visiting our school. We may also keep it beyond this, if necessary, to comply with our legal obligations. We will dispose of your personal data securely when we no longer need it.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your personal data securely when we no longer need it. Our Data Protection Policy sets out how long we keep information about visitors and can be found on our website.

### **DATA SHARING**

We do not share information about visitors with any third party without consent unless the law and our policies allow us to do so.

### **TRANSFERRING DATA INTERNATIONALLY**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **YOUR RIGHTS**

#### **HOW TO ACCESS PERSONAL INFORMATION WE HOLD ABOUT YOU**

Individuals have a right to make a 'subject access request' to gain access to personal information that the school 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

If you would like to make a request, please contact our data protection lead (see 'Contact us' below).

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

### **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 by 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
- Where we are processing your personal data with your consent, you have the right to withdraw that consent

To exercise any of these rights, please contact our data protection lead (see 'Contact us').

### **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.

We will acknowledge complaints within 30 calendar days and investigate it without undue delay. To make a complaint, please contact our data protection lead (see 'Contact us' below).

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- 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, in the first instance our data protection lead:

Mrs E Harrington-Jones

Email [dpo@ags.bucks.sch.uk](mailto:dpo@ags.bucks.sch.uk)

Telephone 01296 484545 (ext. 215)