

## Barrow CEVC Primary School

# Privacy Notice for Governors and Volunteers

September 2026

|                                |                                            |
|--------------------------------|--------------------------------------------|
| <b>Data controller</b>         | Barrow CEVC Primary School                 |
| <b>Data Protection Officer</b> | Mark Denny   mark.denny@majorseventh.co.uk |

This notice explains how we collect, use, store and share personal data about governors and other volunteers working with the school.

### The personal data we may hold

- name and contact details
- governance role, term of office and attendance information
- references, recruitment information, identity and safeguarding checks where required
- qualifications, skills and relevant employment details
- business and pecuniary interests
- training records
- information needed to make reasonable adjustments or support safe volunteering
- special category information where relevant and lawful.

### Why we use this information

- to establish and maintain effective governance
- to meet statutory requirements for governance records and publication
- to support safe recruitment and safeguarding
- to arrange meetings, training and communications
- to manage declarations of interest and conflicts
- to support equality monitoring and reasonable adjustments where appropriate.

### Our lawful basis

Depending on the purpose, we process this information to comply with a legal obligation, carry out a task in the public interest, protect vital interests, or on the basis of consent where consent is appropriate. Where special category data is used, we also identify an appropriate condition under UK GDPR and the Data Protection Act 2018.

### Who we may share information with

- Suffolk County Council
- the Department for Education and other government bodies where required
- governance support providers
- Ofsted and other regulators where appropriate
- professional advisers, contractors, suppliers and service providers
- other organisations where sharing is required or permitted by law.

## Department for Education and governance information

Certain information about people in governance roles is collected or shared as part of statutory education and governance requirements. Where information is supplied to the Department for Education, DfE is responsible for its own processing of the copy it receives.

## Retention and international transfers

We retain governance and volunteer records in line with the school's records management and retention procedures. Where a supplier processes personal data outside the UK, we ensure that the transfer is lawful and that appropriate UK data-protection safeguards are in place.

## Your rights

Under UK data protection law, individuals have rights in relation to their personal data. Which rights apply depends on the lawful basis for the processing. These may include:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure in certain circumstances
- the right to restrict processing in certain circumstances
- the right to data portability where applicable
- the right to object to certain processing
- rights in relation to automated decision-making and profiling.

To exercise a right or ask a question about it, contact our Data Protection Officer, Mark Denny, at [mark.denny@majorseventh.co.uk](mailto:mark.denny@majorseventh.co.uk).

## Concerns and complaints

If you have a concern about the way we collect or use personal information, please contact the school or our Data Protection Officer in the first instance. You also have the right to complain to the Information Commissioner's Office (ICO). Current contact details and complaint routes are available on the ICO website.

## Contact us

Barrow CEVC Primary School  
Colethorpe Lane, Barrow, Bury St Edmunds, Suffolk IP29 5AU  
01284 810223  
[admin@barrow.suffolk.sch.uk](mailto:admin@barrow.suffolk.sch.uk)  
[www.barrowcevcprimaryschool.co.uk](http://www.barrowcevcprimaryschool.co.uk)

Data Protection Officer: Mark Denny | [mark.denny@majorseventh.co.uk](mailto:mark.denny@majorseventh.co.uk)

Review: This notice will be reviewed at least annually and whenever there is a significant change to the way we process personal data.

This notice has been refreshed for the 2026/27 academic year using the Department for Education's 2026/27 model privacy-notice guidance and tailored to the school's existing privacy information and processing.