Aughton Early Years Centre
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UK-GDPR Privacy Notice for Governors and Volunteers

Who processes your information?
Aughton Early Years Centre is the data controller of the personal information you provide to us. This means the Centre determines the purposes for which, and the manner in which, any personal data relating to governors and volunteers is to be processed.

Tim Pinto is the data protection officer. His role is to oversee and monitor the Centre's UK-GDPR procedures and to ensure they are compliant. The data protection officer can be contacted tpinto@esafetyoffice.co.uk .

Why do we need your information?
Aughton Early Years Centre has the legal right and a legitimate interest to collect and process personal data relating to governors and other volunteers at the Centre. We process personal data in order to meet the safeguarding requirements and legitimate interests set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009.

What data is collected?
The Centre collects and processes a range of information about its volunteers and governors, which includes:

- Your name, address and contact details, including email address and telephone number, date of birth and emergency contacts
- The terms and conditions of your appointment
- Details of your relevant qualifications, skills, experience and employment history
- Relevant medical information (such as allergies and dietary requirements)
- Information about your criminal record.

How is your information shared?
Your information may be shared internally, for HR purposes and with other members of the governing board. The Centre shares your data with third parties in order to obtain necessary criminal record checks from the Disclosure and Barring Service and with third parties that process data on its behalf such as the DfE and the Local Authority. In those circumstances the data will be subject to confidentiality arrangements. We also use 3rd party processors for our website (Schools Online), communication systems (Class Dojo & Arbor), Safeguarding information (CPOMS & Medical Tracker) and information databases (Arbor). Where the Centre outsources data to a third party processor, the same UK-GDPR standards that the Centre upholds are imposed on the processor. We also share contact details and children's data with their next school setting and/or shared provider where necessary.
We **do not** share data with any 3rd party marketing company or any company or organisation not associated with the role, unless the law requires us to do so.

As a Centre, we use services provided by ClassDojo, which are based in the United States. In order to comply with the UK-GDPR principles of safeguarding data and international transfer, we have a Standard Contractual Clause (SCC) with ClassDojo. If the purpose of the data we share changes, we will ask for further consent from parents/carers.
Any request made outside of this remit will not be carried out without your prior consent.

How long is your data stored for?
Personal data is retained in line with Aughton Early Years Centre's Records Management Policy (in the office). Personal information may be retained for certain periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

CCTV – Crime Prevention and monitoring
CCTV is used for maintaining the security of the property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, service providers, police forces, security organisations and persons making an enquiry.

What are your rights?
As the data subject, you have specific rights to the processing of your data. You have a legal right to:
- Request access to the personal data that Aughton Early Years Centre holds
- Request that your personal data is amended
- Request that your personal data is erased
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how Aughton Early Years Centre processes their personal data. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

How can you find out more information?
If you require further information about how we and/or the DfE store and use your personal data, please visit our website (www.aughtoneyc.rotherham.sch.uk), the Gov.UK website, or see our Data Protection Policy and Records Management Policy.

I have read and understood the above privacy statement.	
Name:	
Signature:	
Date:	