



## Privacy Notice for Governors and Other Volunteers

Under The Data Protection Act 2018, individuals have a right to be informed about how the Federation 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 **individuals working within the Cookham, Maidenhead and The Lawns Nursery School Federation in a voluntary capacity, including governors.**

We, Cookham, Maidenhead and The Lawns Nursery School Federation are the “data controller” for the purposes of data protection law.

Our data protection officer is Satswana Ltd – see “Contact Us” below.

### The Personal Data We Hold

We process data relating to those volunteering at our nursery schools. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- contact details and contact preferences;
- date of birth, gender and identification documents;
- references;
- safeguarding checks including DBS numbers;
- information about business and pecuniary interests;
- details of relevant training undertaken within or outside of our nursery schools during your time as a governor/volunteer
- attendance at governor meetings.

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- health, including any medical conditions;
- race, ethnicity and religious beliefs.

### Why We Use This Data

The purpose of processing this data is to help us run the nurseries, including to:

- establish and maintain effective governance;
- meet statutory obligations for publishing and sharing governors’ details;



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- facilitate safe recruitment, as part of our safeguarding obligations towards our children;
- undertake equalities monitoring;
- ensure that appropriate access arrangements can be provided for any volunteers who require them.

### **Our Legal Basis for Using This Data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where:

- we need to comply with a legal obligation;
- we need it to perform a task in the public interest.

Less commonly, we may also use personal information about you in situations 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).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent should you wish to do so.

Some of the reasons listed above for collecting and using your personal information overlap, and there may be several grounds which justify our use of this data.

### **Collecting This Information**

While the majority of information we collect from you is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How We Store This Data**

Records are stored securely in paper files and on the school’s secure server. We keep personal information about you while you are volunteering in any of our nursery schools. We may also keep it after the cessation of your volunteering role if this is necessary in order to comply with our legal obligations. We will adhere to the Information Management Toolkit for Schools guidance on retention. Our Data Protection Policy sets out how we store and how long we store information about you. Our Data Protection Policy can be found at:

<https://www.nurseryfederation.co.uk/page/?title=Our+Policies&pid=41>



## Data Sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with the Data Protection Act 2018), we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about governors;
- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about Executive Headteacher performance and staff dismissals;
- the Department for Education – including census information;
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor support;
- professional advisers and consultants – to enable effective school support (SIP);
- police forces, courts – if and when required.

## 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 Regarding Personal Data

Individuals have a right to make a “**subject access request**” to gain access to personal information that the Federation 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.

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

If you would like to make a request please contact our data protection officer.



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## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress;
- prevent it being used to send direct marketing;
- object to 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.

To exercise any of these rights, please contact our data protection officer.

## 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**. To make a complaint, please contact our data protection officer.

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

1. Report a concern online at <https://ico.org.uk/make-a-complaint/>
2. Call 0303 123 1113
3. 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 the relevant nursery school office or our data protection officer:

### Satswana Ltd

Suite G12 Ferneberga House  
Alexandra Road,  
Farnborough,  
Hampshire,  
GU14 6DQ  
Tel: 01252 759177  
Email: [info@satswana.com](mailto:info@satswana.com)



Cookham, Maidenhead and The Lawns  
Nursery School Federation



**Cookham Nursery School**

Station Hill  
Cookham  
Berkshire  
SL6 9BT  
Tel: 01628 520002  
Email: cookhamnursery@eyfed.org.uk

**Maidenhead Nursery School**

School Lane  
Maidenhead  
Berkshire  
SL6 7PG  
Tel: 01628 623551  
Email: maidenhead-nur@eyfed.org.uk

**The Lawns Nursery School and Pre-Nursery**

Imperial Road  
Windsor  
Berkshire  
SL4 3RU  
Tel: 01753 865351  
Email: lawns@eyfed.org.uk

**Approved by:** Teaching and Learning Committee

**Signed by Chair of Governors:** .....

**Date:** 21<sup>st</sup> October 2024

**Review Date:** October 2025