



Privacy Notice (GDPR) – Volunteers and Visitors

Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on **15 June 2026**.

This privacy notice has been written to inform volunteers (including governors) and visitors to the school about what we do with your personal data. This Notice may be subject to change.

Who are we?

Ermysted's Grammar School is a **Data Controller** as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The **Data Protection Officer (DPO)** is **Veritau**. The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. The DPO's contact details are: 01904 554025 and schoolsdpo@veritau.co.uk

What information do we collect?

The personal data we collect about you may include:

- Personal identifiers (your name, address, car registration, contact details, employer, etc.)
- Information relating to the history of your appointment (if applicable)
- Personal information relating to your role at the school (if applicable, e.g. role on the Board)
- Register of business interests (if applicable, e.g. for governors)
- Race and/or ethnicity may be collected for equality monitoring purposes

We may also collect personal information in the form of audio recordings and images. Telephone calls to and from the school are recorded for training and monitoring purposes. Images are collected via the Visitor Management system and are also recorded by the school's CCTV system. The use of CCTV footage is covered by a separate **CCTV Policy**.

Who do we obtain your information from?

Much of the information we process will be obtained directly from the Visitor Management system or from your application form to the school. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- The Disclosure and Barring Service,
- The Local Authority.

Who do we share your personal data with?

Your information will only be made available to those who need it to do their job in relation to your role as a volunteer. This includes the relevant administrative staff. We will share your information with the following organisations:

- Disclosure and barring service to conduct criminal record checks, if applicable
- Department for Education
- Local Authority (NYCC)

How long do we keep your personal data for?

Ermysted's Grammar School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which

we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Do you transfer my data outside of the UK?

No.

What is our lawful basis for processing your personal data?

The School processes your personal data and special category data based on its legal responsibilities to:

- Safeguard pupils it has responsibility for
- Maintain adequate health and safety standards
- Monitor equality and diversity at our school

The School relies on Article 6(1)(c) and Article 9(2)(b) of the GDPR to process your personal and special category data.

What rights do you have over your data?

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request access to your personal data that we hold and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

You may exercise any of these rights by contacting the School Office on (01756) 792186. If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team,
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk
03031 231113

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.