



## Privacy Notice – Governors and Volunteers (2025 Update)

The Marlborough Science Academy is committed to protecting the privacy and security of personal information about our governors and volunteers.

This privacy notice explains how we collect, use, store, and share this data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## Data Controller and Data Protection Officer

The Marlborough Science Academy is the data controller for the purposes of data protection law.

Our appointed Data Protection Officer (DPO) is Richard Atterton, contactable at [admin@marlborough.herts.sch.uk](mailto:admin@marlborough.herts.sch.uk).

## The Information We Collect

We collect and process personal data including:

- Contact details (name, address, phone number, email)
- Start date and role details
- Skills and experience (for governors)
- Identity documents and DBS check outcomes
- Declaration of interests (for governors)
- Referee contact details
- CCTV footage (where applicable)
- IT and network usage data (where relevant)
- Photographs and signature samples
- Training records
- Emergency contact details (for volunteers)
- Special category data (disability status, criminal records, biometric data where applicable)

## How We Collect Data

We collect data as part of the application and recruitment process, and during your time as a governor or volunteer.

Information may come from you directly or from third parties such as referees, the Local Authority, or DBS checks.



## Lawful Bases for Processing

We process your data under the following lawful bases:

- Legal obligations
- Public interest tasks
- Vital interests (where necessary)
- Consent (where applicable)

## How We Use Your Information

We use your personal data to:

- Appoint and assess your suitability for your role
- Comply with safeguarding and child protection duties
- Publish governance details (where required by law)
- Maintain health and safety
- Communicate with stakeholders and the school community
- Manage school governance activities
- Conduct training and performance monitoring
- Meet legal and regulatory requirements (e.g., DfE, Local Authority)
- Respond to complaints, legal claims, or regulatory investigations

## Sharing Your Data

We may share your data with:

- Department for Education (DfE)
- Local Authorities
- The Disclosure and Barring Service (DBS)
- Education & Skills Funding Agency (ESFA)
- Herts for Learning (for training or governor services)
- Legal advisors and insurers
- GovernorHub and other school IT systems
- Law enforcement and courts (where legally required)
- Other Multi Academy Trusts (where relevant)

Where data is transferred outside the UK, appropriate safeguards will apply.

## Data Security



We have implemented measures to protect your data from accidental loss, unauthorised access, use, alteration, or disclosure.

Details of these measures are available on request. Access is limited to those with a legitimate business need.

## Data Retention

We retain your personal data in accordance with our Data Retention Policy, available on request.

In some circumstances, data may be anonymised for research or reporting purposes.

## Your Rights

You have the right to:

- Access your data (Subject Access Request)
- Request correction
- Request erasure (where applicable)
- Object to processing (where appropriate)
- Restrict processing (in certain cases)
- Data portability (where applicable)
- Withdraw consent (where processing relies on consent)

Requests should be made in writing to the DPO at [admin@marlborough.herts.sch.uk](mailto:admin@marlborough.herts.sch.uk).

## Contacting the ICO

If you are unhappy with how we handle your data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Website: <https://ico.org.uk>

Phone: 0303 123 1113

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

## Changes to This Privacy Notice

We may update this notice periodically. Significant updates will be communicated directly to you.



