Woodborough Village Pre-school's Privacy Notice – trustees

Woodborough Village Pre-school Committee Village Hall, Lingwood Lane, Woodborough, Nottinghamshire, NG14 6DX

Introduction

We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you to manage the relationship you have with us as a charity trustee. Personal details that we collect about you includes:

- your name, address, date of birth, gender, telephone number, emergency contact details
- work and employer history, qualifications and training (only if applicable for self-assessment of skills)
- your bank account details (if agreed for expenses)
- any information highlighted within your DBS check
- information about you in order to comply with the rules relating to the suitability to carry out the role of a trustee (including any details relating to bankruptcy, offences relating to dishonesty or deception and being removed from a company director or trustee role because of wrongdoing)
- concerns, complaints (only if applicable)

We collect this information from you when you register as a charity trustee. We may also collect information from third parties, such as through criminal record checks from the DBS.

Why we collect this information and the legal basis for handling your data

We use personal data about you in order to support you to fulfil the responsibilities you have as a charity trustee. We are legally obligated to do so. This includes using your data to:

- to ensure that you are eligible to become a trustee
- fulfil your legal obligations as a charity trustee
- pay your expenses

Our legal obligation also requires us to process certain categories of data. This includes:

- information relating to criminal records

With your consent we may wish to take photographs of you to promote the setting. If this is the case we will ask for your consent in writing and provide further details. You will also have the right to withdraw your consent at any time.

Who we share your data with

In order for us to fulfil the terms of your relationship with the charity as a trustee and to meet our legal obligations we will also share your data as required with the following categories of recipients:

- Charity Commission as part of the registration process and further if necessary
- Ofsted as part of the registration process and to process DBS applications on our behalf
- the Disclosure and Barring Service (DBS) to establish suitability for volunteering with the setting
- banking services to pay expenses (if agreed for expenses)
- our insurance underwriter, if you have an accident at the setting

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission
- to protect a child or children, for example by sharing information with the Local Authority Designated Officer, social care or the police
- with our legal advisor where it is necessary

We will never share your data with any other organisation to use for their own purposes.

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Keeping it in a locked filing cabinet in cupboard (cupboard is locked when pre-school is closed) in village hall entrance

How long do we retain your data?

We retain your personal data for as long as we are legally required to do so. We will not keep your personal data for longer than is necessary and will only keep it in line with data protection laws.

Automated decision-making

We do not make any decisions about you based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

- request, access, amend or correct your personal data
- request that we delete or stop processing your personal data, for example, where the data is no longer necessary for the purposes of processing
- request that we transfer your personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact the Chair of the Trustees or raise this at a trustee meeting. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.