

CHSA Privacy Policy

1 Overview

- 1.1 The Christleton High School Association (CHSA) takes the security and privacy of your data seriously. We need to gather and use information or 'data' about you to achieve our objectives and to manage our relationship with you. We intend to comply with our legal obligations under the **Data Protection Act 2018** (the '2018 Act') and the **EU General Data Protection Regulation** ('GDPR') in respect of data privacy and security. We have a duty to notify you of the information contained in this policy.
- 1.2 This policy applies to committee the members, parent volunteers, staff, pupils and members of the CHSA 200 Club who make up the CHSA. If you fall into this category then you are a 'data subject' for the purposes of this policy. You should read this policy alongside any other notice we issue to you from time to time in relation to your data. This policy is in place to ensure we are aware of our responsibilities and outlines how the CHSA complies with the 2018 Act and GDPR.
- 1.3 The CHSA has measures in place to protect the security of your data.
- 1.4 The CHSA will only hold data for as long as necessary for the purposes for which we collected it.
- 1.5 The CHSA is a '**data controller**' for the purposes of your personal data. This means that we determine the purpose and means of the processing of your personal data.
- 1.6 This policy explains how the CHSA will hold and process your information. It explains your rights as a data subject. It also explains your obligations when obtaining, handling, processing or storing personal data in the course of working or volunteering for, or on behalf of, the CHSA.
- 1.7 This policy can be amended by the CHSA at any time. It is intended that this policy is fully compliant with the 2018 Act and the GDPR. If any conflict arises between those laws and this policy, the CHSA intends to comply with the 2018 Act and the GDPR.

2 Data Protection Principles

2.1 Personal data must be processed in accordance with six '**Data Protection Principles.**' It must:

- be processed fairly, lawfully and transparently;
- be collected and processed only for specified, explicit and legitimate purposes;
- be adequate, relevant and limited to what is necessary for the purposes for which it is processed;
- be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay;
- not be kept for longer than is necessary for the purposes for which it is processed; and
- be processed securely.

We are accountable for these principles and must be able to show that we are compliant.

3 How we define personal data

3.1 '**Personal data**' means information which relates to a living person who can be **identified** from that data (a '**data subject**') on its own, or when taken together with other information which is likely to come into our possession. It includes any expression of opinion about the person and an indication of the intentions of us or others, in respect of that person. It does not include anonymised data.

3.2 This policy applies to all personal data whether it is stored electronically, on paper or on other materials.

3.3 This personal data might be provided to us by you, or someone else (such as an pupil, member of staff, employer, former employer, your doctor, or a credit reference agency), or it could be created by us. It could be provided or created during the selection process.

3.4 We will collect and use the following types of personal data about you:

- recruitment information such as your application form;
- your contact details;
- the contact details for your emergency contacts;
- your gender;
- your bank details;
- your images (whether captured on CCTV, by photograph or video);
- any other category of personal data which we may notify you of from time to time.

4 How we define special categories of personal data

4.1 **'Special categories of personal data'** are types of personal data consisting of information as to:

- your racial or ethnic origin;
- your political opinions;
- your religious or philosophical beliefs;
- your trade union membership;
- your genetic or biometric data;
- your health;
- your sex life and sexual orientation; and
- any criminal convictions and offences.

We may hold and use any of these special categories of your personal data in accordance with the law.

5 How we define processing

5.1 **'Processing'** means any operation which is performed on personal data such as:

- collection, recording, organisation, structuring or storage;
- adaption or alteration;
- retrieval, consultation or use;
- disclosure by transmission, dissemination or otherwise making available;
- alignment or combination; and

- restriction, destruction or erasure.

This includes processing personal data which forms part of a filing system and any automated processing.

How will we process your personal data?

5.2 The CHSA will process your personal data (including special categories of personal data) in accordance with our obligations under the 2018 Act.

5.3 We will use your personal data:

- to perform the role of the CHSA;
- to comply with any legal obligations;
- to support volunteers;
- to support fundraising and campaigning;
- where it is in the public interest;
- where we need to protect your interests, or someone else's interests (such as a pupil); or
- if it is necessary for our legitimate interests (or for the legitimate interests of someone else). However, we can only do this if your interests and rights do not override ours (or theirs). You have the right to challenge our legitimate interests and request that we stop this processing. See details of your rights in section 12 below.

We can process your personal data for these purposes without your knowledge or consent. We will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

If you choose not to provide us with certain personal data you should be aware that we may not be able to carry out certain parts of our role. For example, if you do not provide us with your bank account details we may not be able to enter you into the 200 club draw. It might also stop us from complying with certain legal obligations and duties which we have such as to make reasonable adjustments in relation to any disability you may suffer from.

6 Examples of when we might process your personal data

6.1 We have to process your personal data in various situations during your or engagement and even following termination of your engagement.

6.2 For example (and see section 7.5 below for the meaning of the asterisks):

- to decide whether you can join the committee;
- to decide whether to engage you as a volunteer;
- to check you have the legal right to become a member;
- to carry out the arrangement between us including where relevant, its termination;
- to determine whether we need to make reasonable adjustments because of your disability*;
- to monitor diversity and equal opportunities*;
- to monitor and protect the security (including network security) of the CHSA, of you and other members of the CHSA;
- to monitor and protect the health, safety and welfare of you and other members of the CHSA*;
- monitoring compliance by you, us and others with our policies;
- to comply with employment law, immigration law, health and safety law, tax law and other laws which affect us*;
- to answer questions from insurers in respect of any insurance policies which relate to you*;
- running the CHSA and planning for the future;
- the prevention and detection of fraud or other criminal offences;
- to defend the CHSA in respect of any investigation or litigation and to comply with any court or tribunal orders for disclosure*;
- to safeguard pupils;
- for any other reason which we may notify you of from time to time.

6.3 We will only process special categories of your personal data (see above) in certain situations in accordance with the law. For example, we can do so if we have your explicit consent. If we asked for your consent to process a special category of personal data then we would explain the reasons for our request. You do not need to consent and can withdraw consent later if you choose.

6.4 We do not need your consent to process special categories of your personal data when we are processing it for the following purposes, which we may do:

- where it is necessary for carrying out rights and obligations under employment law;
- where it is necessary to protect your vital interests or those of another person; where you/they are physically or legally incapable of giving consent;
- where you have made the data public;
- where processing is necessary for the establishment, exercise or defence of legal claims; and
- where processing is necessary for the purposes of occupational medicine or for the assessment of your working capacity.

6.5 We might process special categories of your personal data for the purposes in paragraph 7.2 above which have an asterisk beside them. In particular, we will use information in relation to:

- your race or ethnic origin to monitor equal opportunities;
- your sickness absence, health and medical conditions to monitor your absence, to comply with our legal obligations under employment law including to make reasonable adjustments and to look after your health and safety.

6.6 We envisage that we will hold information about criminal convictions as it is appropriate given the nature of the role you carry out, and to comply with our legal obligations. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us. We will use information about criminal convictions and offences in order to maintain appropriate safeguards for working with children.

6.7 We do not take automated decisions about you using your personal data or use profiling in relation to you.

7 Sharing your personal data

- 7.1 Sometimes we might share your personal data with schools in the Christleton Learning Trust or our contractors and agents to carry out our obligations under our arrangement with you or for our legitimate interests. **[Further details of such third parties are set out in the Privacy Notice.]**
- 7.2 We require those organisations to keep your personal data confidential and secure and to protect it in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions.
- 7.3 We do not send your personal data outside the European Economic Area. If this changes you will be notified of this and the protections which are in place to protect the security of your data will be explained.

8 How should you process personal data for the CHSA?

- 8.1 Everyone who works or volunteers for, or on behalf of, the CHSA has some responsibility for ensuring data is collected, stored and handled appropriately.
- 8.2 **The Chair of CHSA is responsible for reviewing this policy and updating the Board of Trustees on the CHSA's data protection responsibilities and any risks in relation to the processing of data. You should direct any questions in relation to this policy or data protection to this person.**
- 8.3 You should only access personal data covered by this policy if you need it for the work you do for, or on behalf of the CHSA and only if you are authorised to do so. You should only use the data for the specified lawful purpose for which it was obtained.
- 8.4 You should not share personal data informally.
- 8.5 You should keep personal data secure and not share it with unauthorised people.

- 8.6 You should regularly review and update personal data which you have to deal with for work. This includes telling us if your own contact details change.
- 8.7 You should not make unnecessary copies of personal data and should keep and dispose of any copies securely.
- 8.8 You should use strong passwords.
- 8.9 You should lock your computer screens when not at your desk.
- 8.10 Personal data should be encrypted where particularly sensitive before being transferred electronically to authorised external contacts.
- 8.11 Consider anonymising data or using separate keys/codes so that the data subject cannot be identified.
- 8.12 Except in limited circumstances and where necessary, do not save personal data to your own personal computers or other devices.
- 8.13 Personal data should never be transferred outside the European Economic Area except in compliance with the law and authorisation of the Data Protection Officer.
- 8.14 You should lock drawers and filing cabinets, where possible. Do not leave paper with personal data lying about.
- 8.15 Personal data should be shredded and disposed of securely when you have finished with it.
- 8.16 **You should ask for help from The Chair if you are unsure about data protection or if you notice any areas of data protection or security we can improve upon.**
- 8.17 Any deliberate or negligent breach of this policy by you may result in you being made to leave the CHSA.

8.18 It is a criminal offence to conceal or destroy personal data which is part of a subject access request (see below).

9 How to deal with data breaches

9.1 We have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur (whether in respect of you or someone else) then we must take notes and keep evidence of that breach. If the breach is likely to result in a risk to the rights and freedoms of individuals then we must also notify the Information Commissioner's Office within 72 hours.

9.2 If you are aware of a data breach you must contact The Chair of CHSA immediately and keep any evidence you have in relation to the breach.

10 Subject access requests

10.1 Data subjects can make a '**subject access request**' ('SAR') to find out the information we hold about them. This request must be made in writing. If you receive such a request you should forward it immediately to The Chair of CHSA who will coordinate a response.

10.2 If you would like to make a SAR in relation to your own personal data you should make this in writing to The Chair of CHSA. We must respond within one month unless the request is complex or numerous in which case the period in which we must respond can be extended by a further two months. The individual will be informed of this extension, and will receive an explanation of why the extension is necessary, within one month of the receipt of the request. The CHSA will verify the identity of the person making the request before any information is supplied.

10.3 There is no fee for making a SAR. However, if your request is manifestly unfounded, excessive or a request for further copies of the same information we may charge a reasonable administrative fee or refuse to respond to your request. The individual will be informed of a decision to refuse to respond to the request and the reasoning behind it, as

well as their right to complain to the supervisory authority and to a judicial remedy, within one month of the refusal.

10.4 In the event that a large quantity of information is being processed about an individual, the CHSA will ask the individual to specify the information the request is in relation to.

11 Your data subject rights

11.1 You have the right to information about what personal data we process, how and on what basis as set out in this policy. The following rights are provided to you:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to objection
- rights in relation to automated decision making and profiling.

11.2 You have the right to access your own personal data by way of a subject access request (see above).

11.3 You can correct any inaccuracies in your personal data. To do you should contact The Chair of CHSA.

11.4 You have the right to request that we erase your personal data where we were not entitled under the law to process it or it is no longer necessary to process it for the purpose it was collected. To do so you should contact The Chair of CHSA.

11.5 While you are requesting that your personal data is corrected or erased or are contesting the lawfulness of our processing, you can apply for its use to be restricted while the application is made. To do so you should contact The Chair of CHSA.

- 11.6 You have the right to object to data processing where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop.
- 11.7 With some exceptions, you have the right not to be subjected to automated decision-making.
- 11.8 You have the right to be notified of a data security breach concerning your personal data.
- 11.9 In most situations we will not rely on your consent as a lawful ground to process your data. If we do however request your consent to the processing of your personal data for a specific purpose, you have the right not to consent or to withdraw your consent later. To withdraw your consent, you should contact the Data Protection Officer.
- 11.10 You have the right to complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk). This website has further information on your rights and our obligations.