Privacy notice for Local Advisory Board Members and volunteers

Under data protection law, individuals have a right to be informed about how the school uses any personal data 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 with the school in a voluntary capacity, including Local Advisory Board members.

We, The Children First Learning Partnership are the 'data controller' for the purposes od of data protection law for The Reginald Mitchell Primary School, Oxhey First School, Knypersley First School, Kingsfield First School, Castlechurch Primary School, Springhead Primary School and Marlfields Primary School.

Our data protection officer is Hedda Motherwell, dpo@staffordshire.gov.uk

The personal data we hold

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

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- Copy of identification, including photographic

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

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to support the school to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing local advisory board members details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring

- Ensure the appropriate access arrangements can be provided for volunteers who require them

Our lawful 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
- Carry out a task in the public interest

Less commonly, we may also use personal information about you 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)
- We have a legitimate interest in processing the data, for example

  enabling ethnicity and disability monitoring

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 if you wish to do so.

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

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data is stored in accordance with our Data Protection Policy and Record Retention Schedule.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our Records Retention Schedule (copy available in school office).

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 data protection law) 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 details of governors
- Suppliers and service providers - to enable them to provide the service we have contracted them for, such as governor support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

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.

Use of your personal information for marketing purposes

Where you have given, us consent to do so, the school may send you marketing information by e-mail or text to promote school events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by the school office.

Use of Artificial Intelligence (AI)

The Children First Learning Partnership (CFLP) may use Artificial Intelligence (AI) in a limited, carefully controlled way to support school operations, governance activity and staff efficiency.

AI refers to digital systems that can assist with tasks such as drafting documents, summarising information or supporting accessibility. AI is never used as a replacement for human judgement, safeguarding responsibilities or professional decision-making.

How AI may be used

Approved AI tools may be used by staff to:

- Draft or summarise non-confidential documents and reports
- Support administrative efficiency
- Assist with accessibility or inclusion needs
- Support training and professional development resources

All AI use within the Trust:

- Is subject to risk assessment and formal approval
- Complies with data protection and safeguarding requirements
- Is supervised by trained staff

Personal data and AI

The Trust does not allow personal data relating to governors or volunteers to be entered into generative AI systems.

This means:

- Names, contact details, identification documents or sensitive information are not input into AI tools
- AI is not used to make automated decisions, profiles or judgements about governors or volunteers
- Any AI features within approved software are subject to data-protection checks and oversight

Where AI functionality exists within third-party systems (such as document or scheduling platforms), the Trust ensures:

- Compliance with UK GDPR and the Data Protection Act 2018
- Data minimisation and appropriate security controls
- That suppliers do not use school data to train AI models

Further information about how AI is used safely and responsibly across the Trust is available in the Children First Learning Partnership AI Policy.

Your Rights

How to access the personal information we hold about you

Individuals have the right to make a 'subject access request' to gain access to personal information that the schools hold 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 go it from, if not from you
- Tell you who has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, an 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.

Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing,

damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than 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
- The Trust does not use automated decision-making, including through Artificial Intelligence, in relation to governors or volunteers

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

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs L Siddorn, Operations Manager centraloffice@cflptrust.co.uk

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated April 2026.

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:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioners 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 our Operations Manager in the first instance or our data protection officer:

- Lucy Siddorn centraloffice@cflptrust.co.uk
- Hedda Motherwell and is contactable via dpo@staffordshire.gov.uk