



## **Privacy Notice – Volunteers and Governors**

Under data protection law, individuals have rights to be informed about how we use personal data that 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 involved in governance or in a voluntary capacity within our trust.

For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

### **The postal address of the Trust is:**

**Oval Learning Trust  
Oakthorpe Primary School  
School Street  
Oakthorpe  
Swadlincote  
DE12 7RE**

The Data Protection Officer for the Trust is Chris Stevens. He can be contacted at Oakthorpe Primary School 01530 270383.

In this policy 'we' and 'us' means the Academy Trust.

### **Information we hold as a Trust or in schools**

We process data relating to volunteers and individuals involved in governance within our trust, this includes Members, Trustees, LGB members or other volunteers connected with our schools. Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- Contact details
- Current governorships (role in governance, category of post, any positions held on the relevant board and term of office)
- Previous governorships (role in governance, category of post, any positions held on the relevant board and term of office served and reason for resignation/suspension)
- Training records (of attendance at Trust organised/commissioned training events)
- Skills audits (completed by the individual)
- Signed Declaration of Eligibility forms and Code of Conduct forms

- Information provided by individuals as part of an application form to facilitate the appointment procedure
- Meeting attendance data
- References
- Qualifications

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

### **Collection of information**

- While the majority of information we collect from you is mandatory, you can choose some information not to provide to us, (an example of optional personal information includes the use of your image in governance materials including the school or trust websites or promotional materials).
- 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 share your information with third parties**

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

- our local authority
- Companies House
- Auditors
- the Department for Education (DfE) to meet legal obligations
- Appropriate regulators such as Ofsted or the RSC
- Police forces, courts – to meet our legal obligations to share certain information for safeguarding concerns
- ESFA – to meet our legal obligations

### **How we store your information**

- We keep personal information about individuals who hold a role as a Governor or Director for the Trust or for volunteers.

Information is kept securely on our management information system and in office files. Information contained in this file is kept secure and is only used for purposes directly relevant to your governance or volunteering role within the Trust.

- Once your governorship with us has ended, we will retain this file and delete the information in it in accordance with our Document Retention Management policy. To request a copy contact your local school or our DPO.

### **Why we use this information**

The collection of this information will benefit both national and local users by:

- Maintaining effective governance
- Statutory obligations for publishing and sharing details of individual involved in governance in the Trust and schools
- Statutory obligations under the charities commission
- Obligations to ensure all volunteers are fit to work in school
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Emergency Business Continuity planning information
- Ensure that appropriate access arrangements can be provided for volunteers who require
- Deliver governor advice, guidance, information and training through our central support

### **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
- Provide governor advice, guidance, information and training

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)

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 the school's use of your data.

### **Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us, (an example of optional personal data includes the use of your image in governance materials including the school website).

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**

We keep the personal information about individuals who hold a role with the governance structure for the Trust. This is stored securely on IT and manual systems. The information contained in this file is kept secure and is only used for purposes directly relevant to your governance role within the Trust.

Once your governorship with us has ended, we will retain this file and delete the information in it in accordance with our Document Retention Management policy. To request a copy contact the Trust Clerk.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract
- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

### **How long we keep your personal information**

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our records retention policy which can be found in the school office policy folder and on the Trust's website.

### **Your rights**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the organisation holds 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 got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and 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 detailed above.

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact: The Finance Operations Director.

More information about your rights is available in our data protection policy available in your school office policy folder and also on our Trust website.

### **Complaints**

We hope we can support you with any queries you have but will take any complaints about our collection and use of personal information 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, we request that you raise your concern with us in the first instance via our DPO.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.