

## **PRIVACY NOTICE FOR TRUST MEMBERS, TRUSTEES, GOVERNORS & OTHER VOLUNTEERS**

Under data protection law, individuals have a right to be informed about how the school uses any 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 we employ, or otherwise engage, to work at our school.

We, The Education Alliance, are the 'data controller' for the purposes of data protection law. Our data protection officer is Alex Dick (see 'Contact us' below).

### **The personal data we hold**

We process data relating to those volunteering at our [school/trust]. 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

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

- Disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation

### **Why we use this data**

The purpose of processing this data is to help us run the school, including to:

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

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

### **Our lawful basis for using this data**

We process this personal information under the following GDPR Article 6(1) Conditions-

- c) processing is necessary for compliance with legal obligations to which the controller is subject;
- d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

We process special category personal information under the following GDPR Article 9(2) Conditions –

- f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it may be provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information and if you have a choice in this.

### **How we store this data**

Personal data is stored in accordance with our data protection policy.

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 or trust.

When your relationship with the school or trust has ended, we will retain and dispose of your personal information in accordance with our record retention schedule.

### **Data sharing**

We do not share information about you with any third party without your consent unless the law, statutory requirements and/or 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/trustees*
- *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/trustee 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.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Data Protection Officer or email [DPO@theeducationalliance.org.uk](mailto:DPO@theeducationalliance.org.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

### **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.

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 Commissioner's 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 **Data Protection Officer**:

- Alex Dick, 01482 374211 or alternately email [DPO@theeducationalliance.org.uk](mailto:DPO@theeducationalliance.org.uk)