



St. Mary's Academy Trust

Privacy Notice for Volunteers

GDPR Compliant Volunteer Privacy Notice

Introduction

The Trust is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we hold about you as a volunteer of the Trust. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

This notice applies to current and former volunteers.

Data protection principles

With regards to your personal data, we will:

- Process it fairly, lawfully and in a clear, transparent way;
- Collect your data only for reasons that we find proper for the course of your association with this Trust and in ways that have been explained to you;
- Only use it in the way that we have told you about;
- Ensure it is correct and up to date;
- Keep your data for only as long as we need it;
- Process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed.

Types of data we process

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

- Your personal details (your name, address, date of birth, email address, and phone numbers)
- Emergency contact details
- References
- Information about business and pecuniary interests
- CCTV footage

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 law on data protection allows us to process your data for certain reasons only:

- In order to perform the agreement that we are party to;
- In order to carry out legally required duties;
- Where something is done in the public interest;
- In order for us to carry out our legitimate interests;
- To protect your interests.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the reasons set out above to process your data. For example, we need to collect your personal data in order to:

- Carry out the agreement that we have entered into with you.

We also need to collect your data to ensure we are complying with legal requirements such as:

- Safeguarding;
- Making reasonable adjustments for disabled volunteers.

We also collect data so that we can carry out activities which are required of us as Trust. We have set examples of these below:

- Assessing training needs;
- Business planning;
- Dealing with legal claims made against us;
- Preventing fraud;
- Ensuring our administrative and IT systems are secure and robust against unauthorised access;
- To meet our safeguarding duties.

Most commonly, we will process special categories of data when the following applies:

- You have given explicit consent to the processing;
- We must process the data in order to carry out our legal obligations;
- We must process data for reasons of substantial public interest;
- You have already made the data public.

We will use your special category data:

- For the purposes of equal opportunities monitoring;
- To determine reasonable adjustments.

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

Criminal conviction data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your association with the school. We use criminal conviction data in the following way:

- We process this data because of our legal obligation in regard to safeguarding.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out our duties in line with our Volunteer Agreement with you. If you do not provide us with the data needed to do this, we may be prevented from confirming, or continuing with your association with the Trust as it may prevent us from meeting our legal obligations e.g. where appropriate, confirming your legal status for carrying out your work via a criminal records check.

Collecting your data

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 us with.

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 your data

Personal data is stored in accordance with the General Data Protection Regulation (GDPR) 2018. We maintain an electronic file to store personal information about volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work within the school.

When your relationship with the Trust ends, we will retain and dispose of your personal information in accordance with the Trust's retention schedule.

The retention schedule is available on the Trust's website.

Sharing your data

Your data will be shared with colleagues within the school where it is necessary for them to undertake their duties, for example, we also may share your data with the Headteacher, Governors, and Human Resources.

We share your data with third parties in order to obtain references as part of the recruitment process. We may also share your data with third parties for other reasons to comply with a legal obligation upon us.

We do not share your data with bodies outside of the European Economic Area.

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust 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.

You may also have a 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, Jo Hudson – 01226 282721.

Your other rights

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 (b 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;
- Withdraw consent of the use and storage of your data at anytime unless we have a legitimate basis for doing so in law.

To exercise any of these rights, please contact our Data Protection Officer, Jo Hudson – 01226 282721.

Complaints

We take 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, Jo Hudson - 01226 282721. Alternatively, you can make a complaint to the Information Commissioner's Office as follows:

Report a concern online at <https://ico.org.uk/concerns/>

- Call 0303 123 1113
- 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, Jo Hudson – 01226 282721.