



The Active Learning Trust  
ACTIVE LEARNERS · ACTIVE LEADERS · ACTIVE CITIZENS

# Trustees, Governors and Other Volunteers Privacy Notice

To be reviewed on an annual basis by the Trust Board

## History of Document

Issue No	Author	Date Reviewed	Approved by Trust Board	Comments
1	DPO	1/5/18	-	1 <sup>st</sup> issue
2	DPO	12/7/18	-	cctv
3	DPO	20/8/20	-	Covid-19 track and trace
4	DPO	23/11/20	17/12/20	Overview, withdrawal of consent, international transfers, complaints

## Overview

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other similar or additional information that we might give you from time to time about how we collect and use your personal data. We may update this Privacy Notice at any time.

The Active Learning Trust (“the Trust”) is a multi academy trust with 21 academies. The Trust is a charitable company limited by guarantee (registration number 07903002) whose registered office is Littleport & East Cambridgeshire Academy, Camel Road, Littleport, Ely, England, CB6 1EW. The Trust is the Data Controller for all the academies within the Trust for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

Our Data Protection Officer is Mrs Caroline Driver, email: [dataprotection@activelearningtrust.org](mailto:dataprotection@activelearningtrust.org). As Data Protection Officer, they are responsible for informing and advising us about our data protection law obligations and monitoring our compliance with these obligations. They also act as your first point of contact if you have any questions or concerns about data protection.

## Categories of Personal Data we process

We process personal data relating to those volunteering for the Active Learning Trust (“Trust”).

Personal data that we may collect, use, store and share (where appropriate) about Trustees, Governors and other Volunteers includes, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- The use of CCTV images captured in a school’s premises

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

- Characteristics information (such as race, ethnicity, religious beliefs, sexual orientation and political opinions).
- Disability and access requirements

## How we use Personal Data

We process such personal data to support the Trust to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors' and trustees' details
- Facilitate safe recruitment as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for people who require them

## Collecting and using Personal Data in this way is lawful because:

- The processing is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils
- In the case of special category personal data, the processing is necessary for a safeguarding purpose i.e. to protect pupils from harm. This is in the substantial public interest.
- You may have given us consent to use your personal data in a certain way.
- We need to protect your vital interests.

## Withdrawal of Consent

Where we are processing your personal data with your consent, you have the right to withdraw that 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.

## How we collect Personal Data

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

## How we store Personal Data

Personal Data that we collect is stored in line with our Records Management Policy. The information held is kept secure and is only used for the purposes directly relevant to your work with the Trust.

When your relationship with the Trust has ended we will retain and dispose of your personal data in accordance with our Records Retention Policy.

## Data Sharing

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

Where it is legally required or necessary, we may share some of the personal data which we collect about you with:

- Government departments or agencies – to meet our legal obligations to share personal data about governors/trustees
- Our local authorities – 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 e.g. governor/trustee support
- NHS/Public Health Agencies where relevant to the COVID pandemic as part of the Test and Trace Scheme.
- Professional advisers and consultants
- Employment and recruitment agencies
- Police, Courts

## 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 on our website.

## Your rights

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
- 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 Trust's Data Protection Officer are as follows:

Email: [dataprotection@activelearningtrust.org](mailto:dataprotection@activelearningtrust.org)

More information about your rights is available in our Data Protection Policy which is on our website <https://www.activelearningtrust.org/about/information-governance>

### **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. We currently transfer personal data outside the EEA as we store personal data on cloud systems based in the EEA that have backup systems that may sometimes be located outside the EEA.

### **Complaints/Concerns**

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 our Data Protection Officer in the first instance.

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 (local rate)
- Call 01625 545 745 (national rate)
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the Trust's Data Protection Officer [[dataprotection@activelearningtrust.org](mailto:dataprotection@activelearningtrust.org)]