

## **Privacy notice for volunteers**

Under data protection law, individuals have a right to be informed about how the Trust 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 who volunteer at our Trust.

We, The Staffordshire Schools Multi Academy Trust are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Jacqui Bowman (see 'Contact us' below).

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

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

- Contact details
- Date of birth,
- ID documents (i.e. passport, driving licence etc.)
- DBS

We may collect, store and use information about you that falls into "special categories" of more sensitive personal data, such as criminal record information, for safeguarding purposes.

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

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

- Communicate with you
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils

### **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:

- Fulfil a contract we have entered into with you
- 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)

Where you have provided us with consent to use your data, you may withdraw this consent at any time by writing to the Trust's Data Protection Officer. 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 Trust's use of your data.

## **Collecting this information**

We mainly collect this data from you through application forms, and DBS checks.

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.

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 create and maintain an personnel file for each volunteer. The information contained in this file is kept secure, with restricted access and lockable storage and offices, and is only used for purposes directly relevant to your employment.

Once your volunteering with us has ended, we will retain this file and delete the information in it 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 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:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns*
  - *The Department for Education*
  - *Other schools you may go on to work at*
  - *Your family or representatives*
  - *Educators and examining bodies*
  - *Our regulator [e.g. Ofsted, Church of England Lichfield Diocese Education Board]*
  - *Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll*
  - *Financial organisations*
  - *Central and local government*
  - *Our auditors*
  - *Survey and research organisations*
  - *Trade unions and associations*
  - *Health authorities*
  - *Security organisations*
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- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*
- *Employment and recruitment agencies*

### **Transferring data internationally**

Where we transfer personal data internationally, we will do so in accordance with data protection law.

### **Your rights**

#### **How to access 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
- 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 by 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

To exercise any of these rights, please contact our Data Protection Officer.

### **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.

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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 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**:

- Jacqui Bowman, TSSMAT, Crawley Lane, Kings Bromley, Burton Upon Trent, DE13 7JE, 01543 472 245, [dpo@tssmat.staffs.sch.uk](mailto:dpo@tssmat.staffs.sch.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.*

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