



Privacy Notice for Trustees and Volunteers (including Members of Regional Schools Boards and Community Councils)

Document Owner	Data Protection Officer
Last updated	August 2026
Version number	5



1. Application of this Notice

The notice sets out how Grace Schools use personal data provided by Trustees and Volunteers (including Members of Regional Schools Boards and Community Councils).

Associated Policies and Documents

This document should be read in conjunction with the following Grace Schools Policy:

Data Protection Policy

2. Introduction

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.

We, Grace Schools, Grace Building, 8 High Street, Ely, CB7 4JU, are the 'data controller' for the purposes of data protection law.

3. The personal data we hold

We process data relating to those volunteering at the Trust or its schools. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Evidence of qualifications
- Copy of driving licence
- Photographs
- CCTV footage (where installed across the Trust sites)
- Data about your use of the Trust's information and communications system
- Information about business and pecuniary interests



- Results of Disclosure and Barring service checks and Section 128 checks (when applicable)

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):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

4. Why we collect and use governance information

The personal data collected is essential, in order for the school and Grace Schools to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

- meet the statutory duties placed upon us
- establish and maintain effective governance
- meet statutory obligations for publishing and sharing Regional Schools Board Members/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 volunteers who require them

As regards personal information obtained from Trustees and Members of Regional School Boards for "Get Information about Schools (GIAS)", the categories of governance information that we process include:

- personal identifiers, contacts and characteristics
- governance details (such as role, start and end dates)

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.



5. Our lawful basis for using this data

We only collect and use personal information about you where the law allows. Most commonly, we use it where we need to:

- Comply with a legal obligation (including under the Academy Trust Handbook)
- 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. We will make this clear when requesting your consent and explain how to withdraw 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 our use of your data.

6. Collecting governance 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.

Governance roles data is essential for the Grace Schools and academies' operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with the UK General Data Protection Regulations, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

7. How we store this information

We hold data securely for the set amount of time shown in our data retention schedule. Personal data is stored in accordance with our Records Management Policy which you can access via our website: www.graceschools.org.uk



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 Grace Schools and its academies. When your relationship with Grace Schools has ended, we will retain and dispose of your personal information in accordance with our Records Management Policy.

8. Data Sharing

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so.

We may share this information with:

- Government departments or agencies – to meet our legal obligations to share information about Members of RSBs/Trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of Members of RSBs and Trustees
- Suppliers and service providers – to enable them to provide the service for which we have contracted them, such as Members of RSBs/Trustee support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

We do not transfer personal data to a country or territory outside the European Economic Area

9. Requesting access to your personal data (and other rights)

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 at dpo@demat.org.uk

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing



- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

10. The right to lodge a complaint

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.

Alternatively, you can make a complaint to the Information Commissioner's Office using one of the following methods:

- 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 5AF9

11. Contact

If you would like to discuss anything in this privacy notice, please email the Data Protection Officer or write to the Data Protection Officer at:

Grace Schools
Grace Building
8 High Street
Ely
CB7 4JU

12. Version control

No.	Status of document/changes	Prepared by	Reviewed by	Approved by	Date of approval
1.	Baseline policy introduced				
2.	Amended for GDPR	Data Protection Officer		Standards & Ethos Committee	September 2018
3.	Updated to reflect revised DfE Guidance	Joint Data Protection Officer	Joint Data Protection Officer		August 2022
4.	Minor updates.	Data Protection Officer		CEO	July 2025
5.	Rebranding from DEMAT to Grace Schools	Data Protection Officer		CEO	August 2026

This document will be reviewed every two years.

The document was reviewed in January 2024 with no changes being made.