

PRIVACY NOTICE

GOVERNORS, TRUSTEES AND VOLUNTEERS



Introduction

Under data protection law, individuals have a right to be informed about how the Active Learning Trust and its schools uses personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

The Active Learning Trust (the Trust) are the data controller for the purposes of data protection law.

Our Data Protection Officer (DPO) is the ICT Service.

The personal data we hold:

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

- Full name and address
- 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 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 purpose of processing this data is to support the school to:

- Establish and maintain effective governance.

- Meet statutory obligations for publishing and sharing 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 legal 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:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest.

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained 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We will make this clear when we ask for consent and explain how consent can be withdrawn. Consent will usually be sought from pupils aged over 12 but from parents / carers if the child is younger than that, or if the pupil is not considered mature enough to understand their rights over their own data.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Our basis for using Special Category data:

For 'Special Category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained explicit consent to use the special category personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by the data subject
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law

- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law. Conditions include:

- We have obtained consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by the data subject
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation.

Collecting this information:

We collect and generate pupil information in a variety of ways, including, but not limited to:

- Registration and applications forms
- MIS data collection
- Via Common Transfer File or secure file transfer from a previous school
- In the process of carrying out our duties in the public interest.

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from a pupil or their parent / carer, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data:

We keep personal information about pupils while they are attending our schools. We may also keep it beyond their attendance at our schools if this is necessary in order to comply with our legal obligations. We keep personal data according to the retention schedule set out in the [Information and Record Management Society's Toolkit for Academies](#).

Data sharing:

We do not share information about pupils with any third party without 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 pupils 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 services providers** – to enable them to provide the service we have contracted them for, such as Governor/Trustee support.
- **Survey and research organisations** – to help us fulfil our public task.
- **Professional advisers and consultants** – to help us fulfil our public task.
- **Employment and recruitment agencies** - to meet our obligations to share information with them.
- **Police forces, courts, tribunals** – to meet our legal obligations to share information with them.

Use of your personal information for marketing purposes:

Where you have given us consent to do so, the school may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our school's Data Protection representative (details included in Your rights section).

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 we hold 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.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Other rights:

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decision 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 the Head of Data at the Active Learning Trust via dataprotection@activelearningtrust.org. These rights can be exercised by a Parent / Carer on behalf of a child on the same basis that they may make a Subject Access Request.

Complaints:

We take complaints about our collection and use of personal information very seriously.

If you think 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 the Head of Data at the Active Learning Trust via dataprotection@activelearningtrust.org.

You can also contact our Data Protection Officer:

The ICT Service

Email: dpo@theictservice.org.uk

Tel: 0300 300 0000 option 1

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambridgeshire, PE27 5JL

Alternatively, you can make a complaint to the Information Commissioner's Office:

Online: <https://ico.org.uk/concerns/>

Tel: 0303 123 1113

Address: Information Commissioner's Office, Wycliff 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:

Head of Data

Email: dataprotection@activelearningtrust.org

Tel: 01354 697485

Address: The Active Learning Trust, Cromwell Community College, Wenny Road, Chatteris, Cambridgeshire, PE16 6UU

Links to other Policies / Procedures

- Data Protection Policy

Document Control

Date	Version	Changes	Reviewer
October 2023	1.0	Initial version based on a template from the ICT Service and the DfE model privacy notice	C Everard