



Horizons Therapeutic Education Trust




Privacy Notice for Trustees and Volunteers

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1. INTRODUCTION

This Privacy Notice for our Trustees, Members and Volunteers explains how and why we store personal information about those who are in a voluntary role at the Learning Centres. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, Horizons Therapeutic Education Trust is the 'Data Controller'. As such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR).

The Categories of Information that we process include:

-  Personal identifiers
 - contact details and characteristics: such as name, date of birth, contact details and address information.
-  Governance details (such as role, start and end dates and Governor ID)
-  Member details (such as role, start and end dates)
-  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


2. WHY WE COLLECT AND USE GOVERNANCE INFORMATION

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

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

- a) to meet the statutory duties placed upon us
- b) to establish and maintain effective governance
- c) facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- d) undertake equalities monitoring
- e) ensure that appropriate access arrangements can be provided for volunteers who require them

Under the UK General Data Protection Regulation (UK GDPR), the legal bases we rely on for processing personal information for general purposes are:

-  for the purposes a)-e) named above in accordance with the legal basis of **Legal Obligation** and to carry out a task in the **Public Interest**

All Academy trusts, under the Academies Financial Handbook have a legal duty to provide the governance information as detailed above.

In addition, concerning any special category data:

UK GDPR Articles:

(9.2a) explicit consent. In circumstances where we seek consent, we make sure that the consent is unambiguous and for one or more specified purposes, is given by an affirmative action and is recorded as the condition for processing.

(9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

(9.2f) for the establishment, exercise or defence of legal claims. Examples of our processing include processing relating to any litigation.

(9.2g) reasons of substantial public interest. As a Learning Centre, we are a publicly funded body and provide a safeguarding role to young and vulnerable people. Our processing of personal data in this context is for the purposes of substantial public interest and is necessary for the carrying out of our role. Examples of our processing include the information we seek or receive as part of investigating an allegation.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

3. COLLECTING VOLUNTEER INFORMATION





We collect personal information via recruitment processes of volunteers. Volunteer data is essential for the Trust and Learning Centres' 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 UK GDPR, 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.

4. STORING VOLUNTEER INFORMATION

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please email MLCOffice@horizonstet.co.uk.

5. WHO WE SHARE TRUSTEE AND MEMBER INFORMATION WITH

We routinely share this information with:

-  our local authority (where applicable)
-  the Department for Education (DfE)
-  other schools (where applicable)
-  the public via our website

6. WHY WE SHARE GOVERNANCE INFORMATION

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.

7. DEPARTMENT FOR EDUCATION (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities.

We are required to share information about individuals in governance roles with the Department for Education (DfE) under the requirements set out in the [Academy Trusts Handbook](#).






All data is entered manually on the GIAS system and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the [current government security policy framework](#).

8. REQUESTING ACCESS TO YOUR PERSONAL DATA

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 MLCOffice@horizonstet.co.uk.

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

-  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; or
-  not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

9. WITHDRAWAL OF CONSENT AND THE RIGHT TO LODGE A COMPLAINT

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting MLCOffice@horizonstet.co.uk.

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

10. CONTACT

If you would like to discuss anything in this privacy notice, please contact MLCOffice@horizonstet.co.uk.

11. LINKED POLICIES

HTET Data Protection Policy
HTET Data Retention Schedule
HTET Privacy Notices (all)