

**Trustees, Governors and Other Volunteers Privacy Notice**

**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

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. You can withdraw such consent at any time.
* We need to protect your vital interests.

**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

More information about your rights is available in our Data Protection Policy which is on our website

<https://www.activelearningtrust.org/about/information-governance>

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Trust’s Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner’s Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.