



# Manor Hall

## Academy Trust

### **Privacy notice for governors/trustees and other volunteers**

This Privacy Notice was updated in Summer 22 and will be reviewed again in Summer 23.

## Contents

1. Introduction .....	2
2. The personal data we hold .....	2
3. Why we use this data.....	3
4. Our lawful basis for using this data.....	3
5. Collecting this data .....	5
6. How we store this data .....	5
7. Data Sharing .....	6
8. Your rights .....	6
9. Complaints.....	7
10. Contact us.....	7

### 1. Introduction

Under data protection law, individuals have a right to be informed about how the school 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 working with the school in a voluntary capacity, including Directors/local governors.

Manor Hall Academy Trust, Marcus House, Park Hall Business Village, Longton, Stoke on Trent ST3 5XA is the ‘data controller’ for the purposes of data protection law.

Our Data Protection Officer is Kate Staples (see ‘contact us’ below).

### 2. The personal data we hold

The personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences
- Date of birth, marital status and gender
- References
- Information to support an Enhanced Disclosure and Barring Service application, such as copies of Passports, Bank statements, Birth and Marriage Certificates
- Evidence of qualifications
- Employment/employer details
- Photographs
- Information about business and pecuniary interests

This Privacy Notice was updated in Summer 22 and will be reviewed again in Summer 23.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about, but is not restricted to;

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability, health and access requirements
- Photographs and CCTV images captured in school
- information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

### **3. Why we use this data**

The purpose of processing this data is to support the Trust to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Governor 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

Please see the following for relevant legislation;

- <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/legal-obligation/>
- <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/public-task/>

Where you have given us consent to do so, we 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 withdraw consent or 'opt out' of receiving these emails at any time by requesting to be removed from the contact list by replying to the email.

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### **4. Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to for the purposes listed in section three above. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

This Privacy Notice was updated in Summer 22 and will be reviewed again in Summer 23.

- When you have given us consent to use it in a certain way
- To fulfil a contract we have entered into with you

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)
- We have legitimate interest in processing the data

To process special category data we need an additional lawful basis. We will process special category data most commonly where:

- We have your explicit consent
- The processing is necessary under social security or social protection law
- 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 your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- 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 public health reasons, and the processing is done by, or under the direction of, a health 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 a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- 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

This Privacy Notice was updated in Summer 22 and will be reviewed again in Summer 23.

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 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.

Where we are processing data on a legal or contractual basis, if you choose not to share this data with us, we may not be able to carry out our obligations under our contractual relationship with you, or engage you as a member, director, local governor or volunteer.

## **5. Collecting this data**

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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

## **6. How we store this data**

Personal data is stored in accordance with our data protection policy. We maintain an electronic 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 with the Trust.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have a robust procedure across the Trust for reporting data breaches in the case of any personal data being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. You will always be informed if this has happened and what has been done to rectify it.

When your relationship with the Trust has ended, we will retain and dispose of your personal information in accordance with the record retention schedule as per the [Information and Records Management Society's toolkit for schools](#).

This Privacy Notice was updated in Summer 22 and will be reviewed again in Summer 23.

## 7. 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:

- Government Departments or Agencies – *to meet our legal obligations to share information about Directors/ Governors/Volunteers, such as the Department of Education.*
- Our local authority – *to meet our legal obligations to share certain information with it, such as governor details, safeguarding concerns*
- Suppliers and service providers – *to enable them to provide the service we have contracted them for, such as Director/Governor/Volunteer support*
- Professional advisers and consultants
- Educators and Examining bodies
- Police forces, courts
- Our Auditors
- Health Authorities
- Charities and Voluntary Organisations

Currently we do not share personal information about you with the following international third parties outside of the UK, where different data protection legislation applies/ However if we do then we will do so in accordance with data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## 8. Your rights

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 (details at the end of the notice).

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)

This Privacy Notice was updated in Summer 22 and will be reviewed again in Summer 23.

- 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.

## 9. 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.

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

## 10. 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**:

Kate Staples - [dpo@manorhall.academy](mailto:dpo@manorhall.academy)

Manor Hall Academy Trust, Marcus House, Park Hall Business Village, Longton, Stoke on Trent ST3 5XA

However, our **data protection lead's** has day-to-day responsibility for data protection issues in our schools and can be contacted below.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them:

Chaselea APA	Jon Seymour; <a href="mailto:j.seymour@chaseleapru.staffs.sch.uk">j.seymour@chaseleapru.staffs.sch.uk</a>
Cicely Haughton School	Karen Rutter; <a href="mailto:karen@cicelyhaughton.staffs.sch.uk">karen@cicelyhaughton.staffs.sch.uk</a>
Loxley Hall School	Suzie Hunter; <a href="mailto:s.hunter@loxley.manorhall.academy">s.hunter@loxley.manorhall.academy</a>
The Meadows School & Springfield School	Melanie Williams; <a href="mailto:melanie.williams@themeadows.manorhall.academy">melanie.williams@themeadows.manorhall.academy</a>
Merryfield	Josie Atkins; <a href="mailto:bursar@merryfields.staffs.sch.uk">bursar@merryfields.staffs.sch.uk</a>
Rocklands	Phil Clayton; <a href="mailto:bursar@rocklands.manorhall.academy">bursar@rocklands.manorhall.academy</a>
Shenstone Lodge and The Braids	Maggie Hunter; <a href="mailto:Maggie.hunter@shenstonelodge.co.uk">Maggie.hunter@shenstonelodge.co.uk</a>
Castlewood	David Williscroft; <a href="mailto:d.williscroft@castlewoodschool.co.uk">d.williscroft@castlewoodschool.co.uk</a>
Bailey Street APA	Victoria Pinkney; <a href="mailto:v.pinkney@baileystreet.manorhall.academy">v.pinkney@baileystreet.manorhall.academy</a>
Adelaide School, Adelaide Heath, Finch Woods Academy	Becky Pendlebury; <a href="mailto:rpindlebury@adelaideschool.net">rpindlebury@adelaideschool.net</a>