Bishop Chadwick
Catholic Education Trust

Bishop Chadwick Catholic Education Trust
Privacy Notice – Governors, Trustees and Volunteers

Policy Owner	**IT Manager**
Date originally approved	**April 2022**
Reviewed	**February 2024** **February 2025** **May 2026**
Date Agreed by Directors	**18 May 2026**
Next Review Date	**May 2028**

1. Privacy Notice for Governors, Trustees and Volunteers

Under UK data protection law, individuals have a right to be informed about how the Bishop Chadwick Catholic Education Trust (and associated schools) uses any personal data 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 individuals working with the trust in a voluntary capacity, including local governing board members, trustees and volunteers.

2. Responsibility for Data Protection

The Bishop Chadwick Catholic Education Trust is the data controller for personal information held by the schools within the Trust and is registered with the Information Commissioner's Office (ICO), registration number ZA179577.

The Data Protection Officer, Sarah Burns, is responsible for ensuring that the Bishop Chadwick Catholic Education Trust complies with the Data Protection Law.

The Headteacher in each school is responsible for ensuring that their school complies with the Trust's policies and procedures in relation to Data Protection.

We take the security of your data very seriously and have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed.

3. The categories of information processed

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

- Contact details for example name, address, telephone number, email address, date of birth, residency details, nationality
- References
- Evidence of qualifications
- Information about business and pecuniary interests
- Employment or occupation details
- Post title and commencement date
- Disclosure and Barring certification
- CCTV captured images, to keep our premises safe and secure

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
- Criminal Convictions

This list is not exhaustive.

4. How and why we collect this information

In the main, we collect this information directly from you. The purpose of processing this data is 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 volunteers who require them
- Schools within our Trust operate with a religious character and the Trustee Board may need to consider information held about the religious affiliation of individuals in certain governance roles.

5. The legal basis for using this information

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

- Comply with a legal obligation
- 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)
- We have legitimate interests in processing the data

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 it should you wish to do so.

6. Storing this information

Personal data is stored in line with our Data Protection Policy and Data Retention Policy and Schedule. When it is no longer required, we will securely and permanently delete your information in accordance with our Data Retention Policy and Schedule.

7. Who we share this information with

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 governors/trustees
- Our local authority – 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, such as governor/trustee support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

8.Transferring data internationally

On occasion, the systems we use to store your data may be located outside of the UK. Where this is the case and your data is transferred outside of the UK, we will ensure that all necessary organisational and technical measures, including appropriate contracts, agreements and clauses, are in place to ensure the data is protected, in accordance with UK Data Protection legislation, at all times.

9.Your rights regarding your data

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

- Request access to the data we hold about you
- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)

- In certain circumstances, have inaccurate personal data corrected or your data deleted, destroyed, or restrict further processing
- You may also ask us to send your personal information to another organisation electronically in certain circumstances.

To exercise any of these rights, please contact us at info@stbedessouthshields.co.uk or 0191 456 0108

10. Complaints

We take any complaints about our collection and use of your personal information very seriously. If you think that our collection or use of your personal information is unfair, misleading, or inappropriate, or you have any other concern about our data processing, please raise this with us via enquiries@bccet.org.uk in the first instance. For all Data Protection related queries, please email: dataenquiries@bccet.org.uk which will be manned by the CSO lead for data enquiries.

An acknowledgement confirming receipt of the complaint will be sent to you within 30 days of receipt and a full response provided as soon as possible, and in any event, without undue delay.

Should you remain dissatisfied, you can make a complaint to the Information Commissioner's Office at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

Email: www.ico.org.uk/global/contact-us/email

Call: 0303 1231113