Privacy Notice for Volunteers – How we use your information

2026/27

Who are we?
The Arden Forest C of E Multi Academy Trust is the 'organisation responsible for your information (data controller)'. This means the Trust is responsible for how your personal information is processed and for what purposes.

Arden Forest C of E Multi Academy Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA415063

You can contact the Academy Trust as the Data Controller in writing at AFMdatacontact@welearn365.com

What is a Privacy Notice?
A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our Volunteers.

What is Personal Information?
Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about Volunteers?

Depending on your role, we may collect, hold and share information including:

- personal details and contact information;
- emergency contact details;
- date of birth where required;
- information provided on volunteer application forms;
- references where appropriate;
- Disclosure and Barring Service (DBS) information where required;
- safeguarding declarations and identity verification documents where applicable;
- induction and training records;
- records of volunteering activities and attendance;
- correspondence relating to your volunteering role;
- photographs where published with your consent.

We may also process limited special category personal information where necessary, including:

- information about medical conditions, disabilities or access requirements;
- information relating to criminal convictions and offences where required for safeguarding purposes;
- CCTV images captured whilst on Trust premises.

We may also hold information 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.

How is your personal information collected?

We collect personal information directly from you when you apply to volunteer or during your time volunteering with the Trust.

Where appropriate, we may also receive information from:

- referees;
- the Disclosure and Barring Service (DBS);
- identity documents you provide;
- other organisations where safeguarding information is lawfully shared.

For what purposes do we use personal information?

We use volunteer information to:

- assess suitability to undertake a volunteering role;
- meet our safeguarding and safer recruitment obligations;
- administer volunteering arrangements;
- communicate with volunteers;
- provide induction, training and ongoing support;
- maintain health and safety;
- manage access to Trust premises;
- maintain appropriate records of volunteering activities;
- protect the security of our schools, staff and pupils;
- comply with our legal and regulatory obligations.

Collecting volunteer information

Much of the information we request is required so that we can meet our legal and safeguarding obligations, assess your suitability to volunteer and support you in carrying out your role safely.

Where the provision of information is optional, we will make this clear at the point it is collected. Choosing not to provide optional information will not prevent you from volunteering unless that information is required to fulfil a legal obligation or enable you to undertake your role safely.

Who might we share your information with?

We only share personal information where it is lawful, necessary and proportionate to do so.

Depending on your volunteering role, we may share information with:

- Disclosure and Barring Service (DBS);
- Department for Education where required;
- safeguarding authorities where required;

- training providers;
- professional advisers;
- emergency services;
- law enforcement agencies where required;
- software providers supporting our safeguarding, visitor management and volunteer administration systems.

What are the legal reasons for us to process your personal information?

The Trust processes personal information in accordance with UK data protection legislation. We will only collect, use and share personal information where there is a lawful basis for doing so.

Depending on the purpose, we rely on one or more of the following lawful bases:

- Legal obligation
- Public task
- Vital interests
- Consent (where applicable)

Examples of the types of processing we undertake are set out in the table at the end of this notice.

We do not share information about our Volunteers unless the law and our policies allow us to do so.

Further information about the types of information we may share and the organisations with whom we may share it is set out in the summary table at the end of this notice.

What do we do with your information?

All personal information is held securely and processed in accordance with UK data protection legislation.

Personal information is only used for the purposes for which it was collected, unless there is a lawful reason to use it for another compatible purpose.

The Trust will only share personal information with third parties where there is a lawful basis to do so.

How long do we keep your information for?

All personal data is stored in line with the Trust's Data Protection Policy and Record Retention Schedule.

Records are securely destroyed or anonymised once the applicable retention period has expired.

Transferring data internationally

Where personal data is processed by suppliers outside the UK, appropriate safeguards are in place, such as adequacy regulations or approved international data transfer agreements, in accordance with UK data protection legislation.

Where appropriate, we undertake transfer risk assessments before personal information is transferred internationally.

What are your rights in relation to your personal information?

Under UK data protection legislation, you have the right to:

- request access to the personal information we hold about you;
- request that inaccurate or incomplete personal information is corrected;
- request the deletion of your personal information where applicable;
- request that we restrict the processing of your personal information in certain circumstances;
- object to the processing of your personal information where the law allows;
- request the transfer of your personal information to another organisation where applicable;
- withdraw your consent at any time where we rely on consent as the lawful basis for processing; and
- complain to the Information Commissioner's Office (ICO).

The Trust does not make decisions about Volunteers based solely on automated processing or profiling.

If you wish to exercise any of your rights or request access to your personal information, please contact:

Data Protection Lead
Arden Forest C of E Multi Academy Trust
AFMdatacontact@welearn365.com
or
School Data Protection Officer
Warwickshire Legal Services
Email: schooldpo@warwickshire.gov.uk
Alternatively, you may write to:
School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

If your request relates to a particular school within the Trust, please tell us which school it concerns.

Data Protection Complaints

We are committed to handling personal information fairly, transparently and in accordance with UK data protection legislation.

If you are dissatisfied with how the Trust has collected, used or shared your personal information, you may make a data protection complaint.

We encourage you to use the Trust's **Data Protection Complaint Form**, available from the Trust and each school, as this will help us investigate your concerns efficiently. Alternatively, you may submit your complaint by email or in writing.

Please send your complaint to:

Data Protection Lead
Arden Forest C of E Multi Academy Trust
Email: **AFMdatacontact@welearn365.com**
or
School Data Protection Officer
Email: **schooldpo@warwickshire.gov.uk**

Please provide as much information as possible about your concern, including the school (where applicable), the circumstances of your complaint and the outcome you are seeking.

What happens next?

Once we receive your complaint:

- we will acknowledge receipt within **30 calendar days**;
- we may contact you if we need further information;
- we will investigate your concerns fairly and objectively;
- we will keep you informed where appropriate; and
- we will provide you with a written response explaining the outcome of our investigation and any actions we have taken.

If you remain dissatisfied

If, after receiving our final response, you remain dissatisfied with how we have handled your complaint, you have the right to complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office

Website: **www.ico.org.uk**

Telephone: **0303 123 1113**

Review
Next review: July 2027 or sooner if legislation changes.

Data Table:

The table below sets out the types of processing carried out by the Arden Forest C of E MAT and lawful reasons for doing so. The tables provide examples of the main categories of personal information processed by the Trust. They are not intended to be an exhaustive list, and additional processing may take place where permitted or required by law.

Purpose	Information we may use	Lawful basis	Typical recipients
Assess suitability to volunteer	Volunteer application forms, references, identity documents and DBS information where required	Legal obligation	Disclosure and Barring Service (DBS), referees where appropriate
Manage volunteering arrangements	Contact details, availability, induction, training records and volunteering records	Public task	Trust staff, volunteer coordinators and training providers where appropriate
Meet safeguarding requirements	Identity verification, safeguarding declarations, DBS information and visitor management records	Legal obligation	Safeguarding authorities, Disclosure and Barring Service where required
Respond to emergencies	Emergency contact information and medical information where provided	Vital interests	Emergency services
Promote the Trust	Photographs and images where consent has been obtained	Consent	Trust website, newsletters and promotional publications