

Privacy notice for governors, trustees and other volunteers

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data 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 Trust in a voluntary capacity, including governors and trustees.

The HR Administrator and Clerks in each school are the data processors, and the Head teacher of each school is the 'data controller' for the purposes of data protection law. The HR Lead is the data controller for the Central Services Hub.

Our data protection officer is Tom Booth (see 'Contact us' below).

The personal data we hold

We process data relating to those volunteering within the Trust as part of safer recruitment and as part of our safeguarding obligations. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Employment details
- Information about business and pecuniary interests
- Identification

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

Why we use this data

The purpose of processing this data is to support the school/trust to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors'/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

Our lawful basis for using this data

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
- We have legitimate interests in processing it
- Carry out a task in the public interest
- We have a legitimate reason to have it.

On occasions, 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)

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 our use of your data.

Collecting this information

While the majority of the 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.

How we store this data

Personal data is stored in accordance with our data protection policy.

We maintain a register to store personal information about all volunteers. The information contained in this file is kept secure and encrypted on the CIT network and is only used for 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 information in accordance with our record retention schedule and in line with current legislation.

Data sharing

We only share information about you where the law and our policies allow us to do so, or where we have obtained your consent.

In order to maintain transparent and robust governance procedures, governor and trustees details are disclosed:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees. For example statutory returns with Edubase/Get Information About Schools, Companies house (which are all available for scrutiny on the public register)
- Disclose of governance information on the Trust/school website including but not limited to: position in committee, attendance, personal and pecuniary interests

- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Our internal and external audit partners in line with mandatory disclosures as part of the audit process

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- 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

Transferring data with the Trust

Governor's and Trustees details are stored on the relevant Single Central Record and Trust Central Register which is encrypted and stored on the CIT network. The transfer of personal data within the Trust will be conducted in accordance with data protection law.

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school/trust holds about them. The Trust may charge an administrative fee to process the request.

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
- 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 a 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 below).

Your other rights regarding your data

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 a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Make a claim for compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

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

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 or one of the other contacts below:

Tom Booth – Data protection Officer 07795248836 tom.booth@citacademies.co.uk

Grace Tavener – Head of Governance 0774164 2465 grace.tavener@citacademies.co.uk

Ann White – HR Lead 07872 694 840 ann.white@citacademies.co.uk