

# PRIVACY NOTICE FOR TRUSTEES, GOVERNORS AND VOLUNTEERS

<b>Date</b>	Sept 2019
<b>Prepared by</b>	Trust
<b>Approved by</b>	Finance, Audit and Risk
<b>Review Date</b>	Sept 2024 or earlier if there are changes to the relevant legislation
<b>Version</b>	V6
<b>Changes</b>	None



## Version Control

Version	Revision Date	Revised By	Section Revised
V4	Sept 2022	No Revisions	No Revisions
V5	Sept 2023	No Revisions	No Revisions
V6	Jan 2024	L Williams	Update DPO contact information



## Privacy notice for Trustees, Governors, and 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 within the trust in a voluntary capacity, including trustees, local governing body members and volunteers

We, The Rose Learning Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tim Pinto, E-Safety Office and is contactable via email: [tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk) or by telephone 01405 494834.

The trust also has a single point of contact for Data Protection enquiries. Please contact Lyndsey Williams, Rose Learning Trust Governance and Compliance Officer by email at [enquiries@roselearning.co.uk](mailto:enquiries@roselearning.co.uk) or by telephone 01302 243528.

## The personal data we hold

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

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- Results of DBS
- Next of kin emergency contact details

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 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

## 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
- Carry out a task in the public interest

Less commonly, we may also use personal information about where you were:

- You have given us consent to use it in a certain way
- 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 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 that 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 Records Management Policy

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for the purposes directly relevant to your work within the trust,



When your relationship with the trust has ended, we will retain and dispose of your personal information in accordance with our Records Management Policy. This Policy is available to view on the Rose Learning Trust website.

## 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 trustees/governors
- Our local authority – to meet our legal obligations to share certain information with it, such as details of trustees and governors
- Suppliers and service providers – to enable them to provide the service we have contacted them for, such as trustee/governor support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces. Courts

## Transferring data internationally

Where we do transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law

## CCTV

We use CCTV in various locations around the school site to ensure it remains safe. We will follow the **ICO's guidance** for the use of CCTV, and comply with data protection principles. We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

## Your Rights

How to access personal information we hold about you



You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding it and using it, and how long we keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (Decision being taken by a computer or machine, rather than by a person)
- Give you a copy of the information
- You may also ask us to send your personal information to another organisation electronically in certain circumstances

## Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to: -

- Say that you do not want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you do not want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it?
- Claim compensation if the data protection rules are broken and this harms you in some way

## Last Updated

We may need to update this privacy notice periodically, so we recommend that you re visit this information from time to time.

The version was last updated in September 2021

## Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong.



You can make a complaint at any time by contacting our Data Protection Officer, Tim Pinto, E-Safety Office and is contactable via email: [tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk) or by telephone 01405 494834.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Online: <https://ico.org.uk/concerns>
- Call: 0303 123 1113
- 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 out Data Protection officer:

Our DPO is Tim Pinto, E-Safety Office and is contactable via email: [tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk) or by telephone 01405 494834.

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