



PRIVACY NOTICE

FOR VOLUNTEERS

**(DIRECTORS, GOVERNORS
& ACADEMY VOLUNTEERS)**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was updated on **1st July 2019**.

You will find the latest version of the **Privacy Notice for Volunteers** at
www.pdet.org.uk

Privacy Notice for volunteer roles

This document is about how we collect, store and use personal information (or personal data) about volunteers – this includes Directors, Governors and Academy volunteers.

Who we are

Peterborough Diocese Education Trust (PDET), the Academy Trust of which you are a volunteer, or are to become a volunteer, is in charge of your personal information. This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is Unit 2 Bouverie Court, 6 The Lakes, Bedford Road, Northampton, NN4 7YD.

If you want to contact us about your personal information you can contact our Data Protection Officer (DPO) who is Angela Corbyn in the following ways:

- by telephone 07523 512957
- leave a letter at our offices at the address above or send one by post
- by email: dpo.pdet@peterborough-diocese.org.uk

In this policy 'we' and 'us' means the Academy Trust.

The categories of volunteer information that we process

Personal data that we may collect, store and share (where appropriate) about volunteers includes, but is not restricted to:

- personal identifiers and contacts (such as name, contact details and address);
- characteristics (such as race, ethnicity, religious beliefs and language);
- attendance information (such as sessions attended, number of absences, absence reasons; this includes publishing attendance information) for those in a director or governor role;
- employment history / details, work experience, skills;
- evidence of qualifications;
- information about business and pecuniary interests for those in a director or governor role;
- references / recommendations / input from others as to suitability for the director or governor role;
- family interests within the Academy Trust;
- term of office for those in a director or governor role;
- type of role and committee membership for those in a director or governor role;
- safeguarding such as information from the Disclosure and Barring Service (DBS) checks (sensitive data);
- Church involvement;

- disability and access requirements (sensitive data);
- photographs of you in connection with your role (more details about this are in our photograph policy, available from www.pdet.org.uk/Policies/ or the academy website);
- CCTV footage and images obtained when you attend an academy site.

Why we collect and use volunteer information

We collect and hold personal information relating to our volunteers and this may include collecting and receiving information about them from others including, referees. We use this personal data to:

- facilitate safer recruitment, as part of our safeguarding obligations towards pupils;
- undertake equalities monitoring;
- ensure that appropriate access and other arrangements can be made for those who need them.

Also, specifically for those in a director or governor role, to:

- establish and maintain effective Multi Academy Trust (MAT) governance;
- make director and governor appointments and removals;
- consider your suitability for the role generally. In relation to information regarding religious beliefs and Church involvement, this is to consider suitability in relation to upholding, preserving and developing the Church School ethos;
- monitor director and governor skills and address gaps;
- meet statutory obligations for publishing and sharing director and governor details;
- comply with the statutory duties placed on us in respect of Company Law, Charity Law and Multi Academy Trust governance.

The use of your information for these purposes is lawful for the following reasons:

- The Academy Trust (and the academies within it) is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us by Company Law and Charity Law and to meet legal requirements imposed upon us such as our statutory duties in respect of governance and such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in establishing and maintaining effective governance across the Academy Trust. This is a function which is in the public interest because governance is an integral part of leadership and management of academy trusts and academies. This means we have a real and proper reason to use your information.
- There is a substantial public interest in disclosing your information because it is necessary to keep our pupils safe from harm.

We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. If you give your consent, you may change your mind at any time.

How we collect volunteers' information

We collect information from our volunteers directly. We also collect references / recommendations / input as to suitability for the role from others in particular the Headteacher, Incumbents/Parish (in relation to Foundation Governors), the Diocesan Board of Education and its officers (in relation to Foundation Governors), Chair of Governors, staff and parents (in relation to elections for staff governors and parent governors).

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it or whether there is a legal requirement on the Academy Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we keep your information and how long for

We only keep your information for as long as we need to or for as long as the law requires us to. We have a policy which explains how long we keep information. It is called the Records Retention Policy and you can find it on your academy's / the Academy Trust's website or you can ask for a copy at your academy's office.

When we may share volunteer information with others

We will not give information about our volunteers to anyone without their consent unless the law and our policies allow us to do so.

We are required, by law to pass some information about our Directors and Governors to the Department for Education (DfE). This is the part of the Government which is responsible for schools/academies. This information may, in turn, then be made available for use by the local authority and external auditors.

The DfE may also share information about Directors and Governors that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection, allows it. For further information about the Department's data sharing process, please visit <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Contact details for the DfE can be found at <https://www.gov.uk/contact-dfe>

In relation to the role of director, we are/may also be required to pass some information about you to Companies House and the Charity Commission and your information will be published in accordance with Company Law and Charity Law requirements. Further information about the privacy notice from the Charity Commission, can be found at <https://www.gov.uk/government/organisations/charity-commission/about/personal-information-charter#this-privacy-notice>

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children through Strictly Education who administer the service.

Your information will/may also be shared with:

- the academies within our Academy Trust;
- suppliers and service providers to enable them to provide the service we have contracted them for, such as Director support, training and clerking;
- professional advisors and consultants;
- police forces, courts;
- the Headteacher, Incumbents/Parish (in relation to foundation governors), the Diocesan Board of Education and its officers (in relation to foundation governors), parents (in relation to parent governors), staff (in relation to staff governors) and the Chair of Governors of the academy where you are or have applied to be a governor.

Your information will be published in accordance with Company Law and Charity Law requirements.

You have these rights:

- You can ask us for a copy of the information we have about you;
- You can ask us to correct any information we have about you if you think it is wrong;
- You can ask us to erase information about you (although we may have good reasons why we cannot do this);
- You can ask us to limit what we are doing with your information;
- You can object to what we are doing with your information;
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Data Protection Officer. There is more information in our Combined Data Protection and FOI Policy. The policy can be found on our website - www.pdet.org.uk/policies or your academy's website.

You can complain to our DPO (see page 2 for contact details) about what we do in relation to your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.