



Privacy Notice for Governors/Trustees/Members and other Volunteers

Success Academy Trust (registered office c/o Thomas Estley Community College, Station Road, Broughton Astley, Leicestershire, LE9 6PT) is the Data Controller for the purposes of the Data Protection Act 2018 and General Data Protection Regulations 2018 (GDPR). Guided by these acts, we offer protection for individuals, but share data when it is required by law or is beneficial to the individual. Under data protection law, individuals have a right to be informed about how the Trust and its schools uses any personal data that we hold about them.

For the contact details of the local school Data Protection Manager (DPM) or the Trust Data Protection Officer (DPO) please see our Data Protection page on www.successat.org.uk.

1.0 The Personal data we hold

Under data protection law, individuals have a right to be informed about how our school/trust use any personal data that we hold about them.

Academy governors/trustees provide a vital role within our setting. Governors/trustees provide us with personal data and on occasion we share personal data with governors/trustees so that they can fulfil their obligations.

This privacy notice explains how we collect, store and use personal data about individuals who are governors/trustees as well as other volunteers.

We process data relating to those volunteering at our Trust and in our schools.

In relation to governors/ trustees/ members, we process data relating to those we appoint, or otherwise engage as governors/trustees, this may be processing data about current office holders, or retaining data about those individuals who are no longer in role. Personal data that we may collect, use, store, and share (when appropriate) about you may include, but is not restricted to:

- contact details and copies of identification documents including names, addresses, telephone numbers, email addresses, passport and birth certificates, visa details and other contact details
- date of birth, marital status and gender
- next of kin and emergency contact numbers
- bank account details (for the payment of expenses)
- appointment information, including copies of right to work documentation, references and other information included in a CV or covering letter or as part of the appointment process
- qualifications and employment records, including work history, job titles, and professional memberships
- DBS certificate number and date of issue, prohibition from teaching and management checks, disqualification from childcare declaration form
- medical questionnaires and, where appropriate, information about an individual's health
- records of attendance at governing body and sub-committee meetings
- records and outcomes of any disciplinary, complaints and/or grievance procedures or other performance issues
- specimen signatures/signed mandates for delegated financial authority
- photographs and videos of participation in school's/academy's activities
- CCTV footage captured by the school's/academy's CCTV system
- Vehicle details for those who use the school's/ academy's car parking facilities
- Information about business and pecuniary interests

2.0 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

Where we need to process special category data, we must fulfil an additional lawfully process, which is detailed below.

3.0 Why we use this data

The purpose of processing this data is to support the Trust and its schools to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Governance and Trustees details
- Meeting statutory obligations for organising DBS and Right to Work in UK screening
- 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
- enable governors/trustees to be paid for any expenses they have incurred
- allow for delegated financial authority (for example, cheque signing, bank mandates, contract signing)
- provide access to and use of the school's/academy's IT systems and to monitor use thereof, in accordance with the school's/academy's acceptable use policy
- maintain relationships with alumni and the school/academy community
- meet the legal requirements of the Charity Commission and Companies House if necessary
- ensure security of the school/academy site (for example, governor passes) and including CCTV in accordance with the Trust's CCTV policy.

We believe where in use across our Trust, the use of CCTV equipment is a proportionate means of safeguarding our premises, staff and students and other visitors. We adhere to the Information Commissioner's guidance on the use of CCTV equipment in our operation of this policy. <https://ico.org.uk/for-organisations/guide-to-data-protection/cctv/>

If serious misconduct or a dangerous activity is observed, we may use such images (e.g. disciplinary hearing).

4.0 The lawful basis on which we process 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 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)

To process special category data, we need an additional lawful basis. We will process special category data most commonly where:

- we have your explicit consent
- the processing is necessary under social security or social protection law
- we are processing it in the vital interests of an individual
- we are providing health care or treatment under the responsibility of a health professional

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 the school's use of your data.

Where we are processing data on a legal or contractual basis, if you choose not to share this data with us, we may not be able to carry out our obligations under our contractual relationship with you or engage you as a governor/trustee.

5.0 Collecting this information

Whilst the majority of information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform staff whether they are required to provide certain academy workforce information to us or if they have a choice in this.

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.

6.0 Storing this information

Personal data is stored in line with our Data Protection Policy and Records Retention & Disposal Schedule

We maintain a file to store personal information about all volunteers in paper copy and/or electronic form on the school/academy computer system. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the Trust or its schools.

When your relationship with the Trust has ended, we will retain and dispose of your personal information in accordance with our Records Retention and Disposal Schedule.

7.0 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 and auditors
- Employment and recruitment agencies
- Police forces, courts and Tribunals
- Our auditors/ financial organisations such as HMRC
- Trust/School Websites – to meet our legal obligations about sharing information about governors/trustees

8.0 Transferring data internationally

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

9.0 Use of your personal information for marketing purposes

Where you have given us consent to do so, the Trust/ school may send you marketing information by e-mail or text promoting Trust/ School, events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by contacting our data protection officer or local school Data Protection Manager.

10.0 Your obligations to us

In the course of your time as a volunteer for the Trust or one of its schools you are required to

- Complete the online training for [GDPR.org.uk](https://gdpr.org.uk)

- Understand and follow the requirements around appropriate protection of any personal or sensitive data which you may come in contact as part of your volunteering role
- To understand how to notify us of a data breach and be able to recognise a Subject Access Request and what to do with one
- To abide by all associated policies including Data Protection Policy; Governor code of conduct; confidentiality and acceptable use policies of our ICT

11.0 Your rights

11.1 How to access 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 holds about them.

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
- Explain where we got it from, if not from you
- 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

If you would like to make a request, please contact the Trust's Data Protection Officer at data@thomasestley.org.uk

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

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

12.0 Complaints

If you have a concern about the way we are collecting or using your personal data, or if you think any of the data that we hold on you is incorrect, misleading or inappropriate, we ask that you raise your concern with either your local school's DPM or if this is not appropriate then with the Trust's DPO in the first instance.

Alternatively, you can contact the Information Commissioner's Office at ico.org.uk/concerns/

13.0 Further information

If you would like to discuss anything in this privacy notice, please contact the Trust's Data Protection Officer, John Walker, at data@thomasestley.org.uk or speak with your Data Protection Manager at your local school.