

Privacy Notice – Member, Directors, Governor and volunteer Information

How we use volunteer information

The categories of information that we collect, process, hold and share include:

- * personal information (such as name, address and DOB)
- * individual role information (such as start dates and termination dates)
- * qualifications and skills
- * DBS data
- * Performance management (meetings attended)
- * Application details for all volunteers in line with safer recruitment policy, whether successful or not (see 6.3 Information and Records Management Society Retention guidelines for school)

Why we collect and use this information

We use this data to:

- * Comply with Companies House requirements
- *to ensure the accountability of the organisation is transparent through our websites in line with DfE guidance on website compliance
- * Fulfil our obligations with regard to safeguarding of the children in our care
- * Fulfil our obligations with regard to the wellbeing and welfare of our volunteers including the need for contacts in case of emergency

The lawful basis on which we process this information

We collect and use general pupil information under GDPR article 6 under the basis that 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'

A data subject can withdraw consent at any time and, if they do so, the data covered by the consent must be securely disposed of or deleted from the record unless the data subject has requested that the information is retained but no longer processed.

Collecting this information

Whilst the majority of information you provide 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 you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data in line with the data retention guidelines as stated in our Records Management Policy.

Who we share this information with

We routinely share this information with:

- * Companies house
- * the Department for Education (DfE) through Edubase
- * Civil and Corporate (DBS)
- * Clerking service
- * the public through website compliance (name, pecuniary of interest details and service details only)

Why we share volunteer information

We do not share information about with anyone without consent unless the law and our policies allow us to do so.

Companies House

We are required to share information about our trust with Companies house who in turn ensure that information about our business is available to the public.

Department for Education (DfE)

We share data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

Civil and Corporate (DBS)

Data is shared to enable a DBS to be completed in line with trust safeguarding policy

Clerking service

Data is shared with the clerk to ensure that the trust operates and maintains its accountability through its governance process.

Public through the website

In line with statutory guidance the trust ensures transparency and legislative compliance through ensuring others can access the names, interest in other

organisations or businesses and service history of Members, Directors and Governors.

Data collection requirements

The Department of Education has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.
To contact the department: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Trust Data Protection Officer

You also have the right to:

- * object to processing of personal data that is likely to cause, or is causing, damage or distress
- * prevent processing for the purpose of direct marketing
- * object to decisions being taken by automated means
- * in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- * claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Claire Spooner – Data Protection Officer for Woodnewton Academy Trust
gdpr@woodnewtontrust.com or contact the Information Commissioners office

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