

SEPTEMBER 2020



# PRIVACY NOTICE FOR TRUSTEES & VOLUNTEERS

SPRING COMMON ACADEMY  
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE PE29 1TQ

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## **Privacy notice for governors/trustees and other volunteers**

Under data protection law, individuals have a right to be informed about how Spring Common Academy, uses any personal data we hold about them. We comply with this right by providing privacy 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 school in a voluntary capacity, including Trustees.

We, Spring Common Academy, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Liz Ward and we obtain advice from Donna Flynn from ICT Services for Cambridgeshire County Council. (see 'Contact us' below).

### **The personal data we hold**

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

- Full name and address
- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
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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 to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing 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 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 most 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 we collect as part of the job application process is stored in line with Spring Common Academy Trust Data Protection 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 purposes directly relevant to your work with the school.

Once your relationship with us has ended, we will retain this file and delete the information in it in accordance with the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools.

## **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 governors/trustees
- Our local authority Cam Clerk – to meet our legal obligations to share certain information.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as trustee support
- Professional advisers and consultants as required.
- Police forces, courts as required.

## **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.

## **Use of your personal information for marketing purposes**

Where you have given us consent to do so, the school may send you marketing information by e-mail or text promoting 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 clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our data protection officer Liz Ward.

## **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 we hold 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

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 Mrs Liz Ward, DPO, via [lward@springcommon.cambs.sch.uk](mailto:lward@springcommon.cambs.sch.uk).

### **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
- If your complaint about your data cannot be resolved through DPO procedures and your complaint cannot be resolved you can contact the Information Commissioners Office.
- To exercise any of these rights, please contact Mrs Donna Flynn, DPO, via [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)

### **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:

Mrs Liz Ward

Email: [lward@springcommon.cambs.sch.uk](mailto:lward@springcommon.cambs.sch.uk)

Tel: 01480 377202

Address: Spring Common Academy American Lane, Huntingdon, Cambridgeshire PE29 1TQ

If your complaint cannot be resolved through procedures provided by the DPO contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Mrs Donna Flynn, DPO, [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)

*This notice is based on the Department for Education's model privacy notice for governors and volunteers amended to reflect the way we use data in the school.*

Policy agreed on: \_\_\_\_\_

Signed on behalf of the Trustees \_\_\_\_\_

Committee: \_\_\_\_\_

Author: \_\_\_\_\_

Review date (optional): \_\_\_\_\_

Website Y/N