

Privacy notice for members, trustees/governors and other 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 with the trust in a voluntary capacity, including trustees/governors.

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

Our Data Protection Officer (DPO) is Mrs Janine Webb. They are supported within each school by a nominated Senior Leader for Data Protection. See "Contact us" section below.

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 (when appropriate) about you includes, but is not restricted to:

- Name, date of birth and address
- Contact details – telephone number, email address
- Next of Kin/emergency contact details
- Recruitment details
- Skills audit
- Safeguarding information
- photographs
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

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 trustees/governors details
- Facilitate safe recruitment, as part of our safeguarding obligations towards students
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them
- Ensure receipt of information from the LA to facilitate the role of trustee/governor

Use of your personal information for marketing purposes

Where you have given us consent to do so, the trust may send you marketing information by email promoting trust events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails at any time by contacting the Trust Support Co-ordinator, (admin@tlt.school)

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)
- There is a legitimate interest to share the information

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.

Where we process special category data we will identify both a lawful basis and a separate condition for processing under UK GDPR Article 9.

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 / Record Retention Schedule. 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 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 / Record Retention Schedule. This is available online via the trust website or from the Trust Central Team in hard copy (see 'Contact Us' below).

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 members/trustees/governors
- Our local authority – to meet any legal or statutory requirements
- 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 – to comply with entitlements and assist with claims
- Employment and recruitment agencies – as necessary in the performance of contracts with them
- Police forces, courts – in order to uphold law and order

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.

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 the trust 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

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 the individual school or central trust team in the first instance.

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
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the individual school or central trust team in the first instance.

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 the designated school/trust contact in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or 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 the senior leader responsible for Data Protection in the relevant school. Alternatively, you can also contact the Central Trust Team for further information:

Bolton Brow Primary Academy: 01422 831031

Paul Kelesidis – Headteacher

Honley High School: 01484 506484

Amanda Haigh – School Business Manager

Meltham Moor Primary School: 01484 859032

Liz Woodfield - Headteacher

Netherton Infant and Nursery School: 01484 661832

Emma Barker - Headteacher

Ryburn Valley High School: 01422 832070

Mark Thorley – Business and Compliance Manager

Brooksbank School: 01422 374391

Nicola Davies – Business and Compliance Manager

Together Learning Trust Central Team, Data Protection Officer: 01422 483355

Janine Webb - Director of Business, Operations and Compliance

How government uses your data

The governance data that we lawfully share with the DfE via GIAS will:

- increase the transparency of governance arrangements
- enable maintained schools, academies, academy trusts and the DfE to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

Data collection requirements

To find out more about the requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to authorised DfE and education establishment users with a DfE Sign-in account who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the department, you should make a subject access request (SAR). Further information on how to do this can be found within the department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>.