



the
beckmead
trust

**Privacy Notice for
Governors / Trustees and
Other Volunteers**

- nurture
- sustain
- grow

Name of Policy	Privacy Notice for Governors / Trustees and Other Volunteers
Policy Level	Trust
Date of Issue	June 2023
Author	Director of Estates & Compliance
Date of Next Review	June 2024
Signature	Dee Fullerton
Date of Signature	June 2023

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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that 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 our school/trust in a voluntary capacity, including governors/trustees.**

Our trust, The Beckmead Trust, 170 Sanderstead Road, 0203 772 8805 (option 3) dpo@beckmeadtrust.org , is the 'data controller' for the purposes of UK data protection law.

The data protection officer for the Trust is Dee Fullerton (see 'Contact us' below).

2. The personal data we hold

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

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

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses
- References
- Evidence of qualifications / education details
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- DBS details
- Employment details
- Information about business and pecuniary interests
- Information acquired as part of your application to become a governor
- Criminal records information as required by law to enable you to work with children
- Information about your use of our IT, communications and other systems, and other monitoring information

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we use this data

We will only use your personal information when the law allows us to. Most commonly, we will use the data listed above to:

- a) To determine appointment and suitability as a governor
- b) To deal with election of governors
- c) Establish and maintain effective governance
- d) Meet statutory obligations for publishing and sharing [governors' /trustees'] details
- e) To provide details on our website or online databases about governors
- f) To communicate with third parties and other stakeholders to the School
- g) For business management and planning purposes (including accounting, budgetary and health and safety purposes;
- h) For financial purposes (such as expenses);
- i) To deal with any complaints/investigations as required;
- j) When you sit on a panel or committee, name and comments as well as decisions made;
- k) To send communications in your role as governor;
- l) For education, training and development requirements;
- m) In order to review governance of the School;
- n) In order to comply with any legal dispute or any legal obligations;
- o) In order to comply with regulatory requirements or health and safety obligations;
- p) To ensure system security, including preventing unauthorised access to our networks;
- q) To monitor use of our systems to ensure compliance with our IT processes;
- r) To receive advice from external advisors and consultants;
- s) To liaise with regulatory bodies (such as the DfE, DBS)
- t) Dealing with termination of your appointment
- u) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- v) Undertake equalities monitoring
- w) Ensure that appropriate access arrangements can be provided for volunteers who require them

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations (such as to ensure health and safety).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any [governors'/trustees'] or other volunteers' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- Where you have provided your consent;
- Where we need to perform the contract we have entered into with you;
- Where we need to comply with a legal obligation (such as health and safety legislation and under statutory codes of practice);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those 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 would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals

6. How we store this data

We keep personal information about you while you volunteer at our school. We may also keep it beyond your work at our school if this is necessary. Our record retention schedule/records management policy sets out how long we keep information about governors/trustees and other volunteers. A copy of our record retention schedule/records management policy is available upon request by contacting information@beckmeadtrust.org

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

To determine the appropriate retention period for personal data, the School considers the amount, nature and sensitivity of personal data, the potential risk of harm from unauthorised use or disclosure of personal data, the purposes of processing the personal data, whether we can fulfil the purposes of processing by other means and any applicable legal requirements.

Once you are no longer a governor or volunteer of the school we will retain and securely destroy your personal information in accordance with our data retention policy.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

Third parties will only process your personal information on our instructions and where they have agreed to treat information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

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

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority for the area individual schools are located in to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Department for Education (DfE)
- Our regulator, Ofsted
- Our auditors
- Suppliers and service providers
- The DBS
- Other professionals we engage with (eg to advise us generally)
- Support services
- Third party suppliers providing redaction services as part of a valid information request that complies with current legislation

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

7.1 Transferring data internationally

We may share personal information about you with international third parties, where different data protection legislation applies. We may share your information internationally where (but not limited to):

- we or a company we work with store information on computer servers based overseas; or
- we communicate with you when you are overseas.

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law and appropriate steps will be taken to keep the data secure. We conduct due diligence on the companies we share data with and note whether they process data in the UK, EEA (which means the European Union, Liechtenstein, Norway and Iceland) or outside of the EEA. The UK and countries in the EEA are obliged to adhere to the requirements of the GDPR and have equivalent legislation which confer the same level of protection to your personal data.

For organisations who process data outside the UK and EEA we will assess the circumstances of how this occurs and ensure there is no undue risk.

Additionally, we will assess if there are adequate legal provisions in place to transfer data outside of the UK.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- 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 the 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 us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge 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

- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
 - Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
 - In certain circumstances, be notified of a data breach
 - Make a complaint to the Information Commissioner's Office
 - Claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact us (see 'Contact us' below).

9. 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.

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

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

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

Our data protection officer for the Trust :

- Dee Fullerton, dpo@beckmeadtrus.org

However, our **data protection lead** has day-to-day responsibility for data protection issues in individual schools. This is normally the Headteacher who may delegate this responsibility within the Senior Leadership Team. For central services please contact the Trust DPO.

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

11. Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.