

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

Document Owner	Data Protection Officer
Last updated	August 2022
Version number	3

### Application of this Notice

The notice sets out how the Diocese of Ely Multi-Academy Trust (DEMAT) uses personal data provided by Governors, Trustees and Volunteers.

### Relationship with DEMAT Values

The application of this policy must be applied at all times in a way that reflects the values of DEMAT:

Love – We engender love and tolerance between and for our staff, pupils and others to foster an inspiring atmosphere of mutual support.

Community – We are committed to ensuring our schools are a living part of the community and contribute positively to its needs.

Respect – We do everything to provide a caring, safe and secure place for our staff and pupils to be happy and respected in our schools so they may achieve their potential.

Trust – We acknowledge accountability and responsibility for our actions and ensure that we encourage each other to make brave decisions and then learn from any mistakes.

Ambition – We are determined that our schools offer a place for the joy of learning, enabling those of all abilities to thrive and go on to lead rewarding lives

This is further defined in the four key strands of DEMAT, all of which are underpinned by our Christian distinctiveness,

Children are at the heart of all we do

Keep close to the work

Maintaining a legacy, creating new traditions

Aspirational, yet sustainable

### Associated Policies and Documents

This Policy/Procedure should be read in conjunction with the following DEMAT Policies/Procedures:

Data Protection Policy

## 1. Introduction

Under data protection law, individuals have a right to be informed about how the Trust 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 the Trust and its schools in a voluntary capacity, including Governors/Trustees.

We, Diocese of Ely Multi Academy Trust, Grace Building, 8 High Street, Ely, CB7 4JU, are the 'data controller' for the purposes of data protection law.

## 2. The personal data we hold

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

- Contact details
- References
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Evidence of qualifications
- Copy of driving licence
- Photographs
- CCTV footage (where installed across the Trust sites)
- Data about your use of the Trust's information and communications system
- Information about business and pecuniary interests
- Results of Disclosure and Barring service checks and Section 128 checks (when applicable)

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

### 3. Why we collect and use governance information

The personal data collected is essential, in order for the school and DEMAT to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

- to meet the statutory duties placed upon us
- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Governors'/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

As regards personal information obtained from Governors and Trustees for "Get Information about Schools (GIAS)", the categories of governance information that we process include:

- personal identifiers, contacts and characteristics
- governance details (such as role, start and end dates)

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

#### 4. Our lawful basis for using this data

We only collect and use personal information about you where the law allows. Most commonly, we use it where we need to:

- Comply with a legal obligation (including under the Academy Trust Handbook)
- 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 to withdraw 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.

#### 5. Collecting governance information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Governance roles data is essential for the DEMAT and academies' operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with the UK General Data Protection Regulations, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

#### 6. How we store this information

We hold data securely for the set amount of time shown in our data retention schedule. Personal data is stored in accordance with our Records Management Policy which you can access via our website: <https://demat.org.uk/policies/>.

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 and its schools. When your relationship with the Trust has ended, we will retain and dispose of your personal information in accordance with our Records Management Policy.

## 7. Data Sharing

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

We may share this information 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 for which we have contracted them, such as Governor/Trustee support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

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

## 8. Requesting access to your personal data (and other rights)

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 data protection officer at [dpo@demat.org.uk](mailto:dpo@demat.org.uk)

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

## 9. The right to lodge a complaint

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.

Alternatively, you can make a complaint to the Information Commissioner's Office using one of the following methods:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF9

## 10. Contact

If you would like to discuss anything in this privacy notice, please email the Data Protection Officer or write to the Data Protection Officer at:

The Data Protection Officer  
Diocese of Ely Multi-Academy Trust  
Grace Building  
8 High Street  
Ely  
CB7 4JU

## 11. Version control

<b>No.</b>	<b>Status of document/changes</b>	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>	<b>Date of approval</b>
1.	Baseline policy introduced				
2.	Amended for GDPR	Data Protection Officer		Standards & Ethos Committee	September 2018
3.	Updated to reflect revised DfE Guidance	Joint Data Protection Officer	Joint Data Protection Officer		August 2022

This document will be reviewed every two years.