

Volunteers Privacy notice

This Privacy Notice has been written to inform volunteers (including all levels of Governance) of Nunthorpe Multi Academy Trust about what we do with your personal information.

Nunthorpe Multi Academy Trust (the Trust) is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526



***Please ensure you include the name of the School in all correspondence with the DPO**

What information does the Trust collect and why does it require it?

As part of your volunteer role with the Trust and its respective academies, the Trust may need to assess your suitability for the role. This means that we need to collect information about you in order to facilitate this.

The personal data we collect about you includes:

- Personal identifiers (your name, address, contact details).
- Personal information relating to your particular role (i.e. if you are a parent governor etc).
- Information relating to the history of your appointment.
- Register of business interests.
- Race and/or ethnicity may be collected for equality monitoring purposes.

Who does the Trust obtain your information from?

Much of the information we process will be obtained directly from your application form. However, the Trust may need to collect data about you from, but not necessarily limited to, the following organisations:

- The Disclosure and Barring Service,
- The Local Authority.

Governance data is essential for the Trust and its academies operational use. Whilst the majority of the information provided is mandatory, some of it may be requested on a voluntary basis. In order to comply with the GDPR, the Trust will inform the individual at the point of collection, whether they are required to provide certain information or if they have a choice in this.

Who does the Trust share your personal data with?

Your information will only be made available to those who need it to do their job in relation to your role as a volunteer. This includes the relevant administrative staff.

We will share your information with the following organisations:

- Disclosure and Barring Service to conduct criminal record checks, if applicable.
- Department for Education including but not limited to Get Information about Schools (GIAS).
- Local Authority.

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 are required to share information about the Trust's governance with the Department of Education (DFE) under the requirements set out in the Academies Financial Handbook.

How long do we keep your personal data for?

The Trust will keep your data in line with our Information Policy. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Do you transfer my data outside of the UK?

Generally the information that the Trust holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. The Trust will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If the Trust does need to send your data out of the European Economic Area we will ensure it has extra protection from loss or unauthorised access.

What is the Trust's lawful basis for processing your personal data?

The Trust processes your personal data and special category data based on its legal responsibilities to fulfil its official functions and meet legal requirements including:

- Safeguard pupils it has responsibility for,
- Maintain adequate health and safety standards,
- Monitor equality and diversity at the Trust and respective academies.
- Meet the statutory duties placed upon the Trust.

The Trust relies on Article 6(1)(c) and Article 9(2)(b) of the GDPR to process your personal and special category data.

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) and academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the governance information as detailed above.

What rights do you have over your data?

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation.
- To request access to your personal data that we hold, and be provided with a copy of it.
- To request that your personal data is amended if inaccurate or incomplete.
- To request that your personal data is erased where there is no compelling reason for its continued processing.
- To request that the processing of your personal data is restricted.
- To object to your personal data being processed.
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above. You can exercise any of these rights by contacting: NMAT HR and Compliance Lead, Mrs McMann, lmcmann@nunthorpe.co.uk

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk // 03031 231113

How Government uses your data

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

- will increase the transparency of governance arrangements;
- will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context;
- allows 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 Department for Education including the data that we share with them, go to

<https://www.gov.uk/government/news/national-database-of-governors>

Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff 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'. 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>