Privacy Notice for Trustees, Governors, Volunteers and Third Parties

Under data protection law, individuals have a right to be informed about how the 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 who volunteer to work for us, or otherwise engage to work at our schools.
We, TAMAT are the 'data controller' for the purposes of data protection law.
Our Data Protection Officer is Mrs Patton (see 'Contact us' below).

The personal data we hold
We process data relating to those who volunteer with us, or otherwise engage to work at our school. Personal data that we may collect, use, store, and share (when appropriate) about you includes, but not restricted to:

- Contact details
- Business records
- Date of birth, marital status, and gender
- Next of kin and emergency contact numbers
- Skills, experience, and volunteering preferences
- Background check information (e.g., DBS, passport checks, if required)
- Records of your volunteering hours and activities
- Any health information you choose to share with us to support your wellbeing while volunteering
- Photographs

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):

Why We use this Data
The purpose of processing this data is to help us run the school, including to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Manage your volunteering role
- Communicate with you about shifts, events, and updates
- Ensure your safety and wellbeing
- Meet legal or regulatory requirements
- Recognise and celebrate your contributions
- Support the work of the School Teachers' Review Body

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:

- Your consent (e.g., optional health information)
- Our legitimate interests in managing a volunteer programme
- Comply with legal and safeguarding obligations
- 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 the school's use of your data without your consent.

Collecting this 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. 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 for not complying), or whether you have a choice.

How we store this data
We create and maintain a file for each Trust and Governor member and all volunteer and Third party information is either held at the school or Trust accordingly. The information contained in this file is kept secure and is only used for purposes directly relevant. We will retain this file and delete the information in accordance with our retention schedule as part of our Data Destruction Policy.

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:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education – to meet our legal obligations in relation to school workforce census
- Your family or representatives – to enable us to make contact in an emergency
- Ofsed – only when it meets statutory regulation
- Our auditors – to meet our legal requirements to produce an annual set of financial statements
- Survey and research organisations – to allow us to gain vital stakeholders feedback
- Trade union associations – to make sure we are complying with the law and looking after our workforce
- Health authorities – to enable us to meet your health needs if required
- Health and social welfare organisations
- Professional advisers and consultants – to enable us to quality assure your work on improving education for our children
- Charities and voluntary organisations – to enable us to work with bodies such as our PTAs
- Police forces, courts, tribunals – to meet our legal obligations
- Professional bodies – to enable us to gain access to high quality professional development

Transferring Data Internationally
We will comply with DUAA's updated rules on international data transfers, ensuring adequacy decisions or appropriate safeguards are in place before transferring data outside the UK.

Your Rights
How to access personal information we hold about you
Individuals have a right to make a '**Subject Access Request' (SAR)** to gain personal information that the school holds about them. Please refer to our SAR policy for more information.

If you make a SAR, 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. You will be given the opportunity to review and challenge this data.
- Give you a copy of the information in an intelligible form

Your other rights regarding your data
Under the DUAA, 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 that 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 by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted, or destroyed or restricted processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer

Complaints
We take any complaint 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:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 1231113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

You may also seek independent legal advice in respect of pursuing judicial remedy or independently pursue judicial remedy without legal advice or representation.

Contact us
If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Mrs Natasha Patton on dpo@tamat.org.uk

This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in our schools.