



**Brighter Futures**  
Educational Trust

# PRIVACY NOTICES TRUSTEES / VOLUNTEERS POLICY

**Policy Number:** 43

**Review Committee:** Finance and Risk

**Type of Policy:** Statutory

**Review Period:** Annually

**Approved:** October 2025

**Next Review:** October 2026

## VERSION CONTROL

|      |              |  |
|------|--------------|--|
| V1.1 | June 2024    | Version control added<br>Names/roles changed |
| V1.3 | October 2025 | New layout due to rebrand                    |
|      |              |  |
|      |              |  |
|      |              |  |
|      |              |  |
|      |              |  |

## CONTENTS

1. The Personal Data We Hold
2. Why We Use This Data
3. Our Lawful Basis For Using This Data
4. Collecting This Data
5. How We Store This Data
6. Who We Share Data With
7. Your Rights
8. Complaints
9. Links with Other Policies

## 1. THE PERSONAL DATA WE HOLD

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

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

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.

## 2. WHY WE USE THIS DATA

We use the data listed above to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing 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
- Will not manage the school or interfere in the day-to-day operations of the school

## 3. 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:

- For the purposes of legal obligations, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a trust as set out here:

#### School Workforce Census

- For the purposes of absence (to include sickness, disciplinary, maternity, paternity, education), in accordance with the 'consent' basis – we will obtain consent from you to use your personal data
- For the purposes of sickness or accident on site, in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation.
- For the purposes of onboarding, in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us

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.

### **3.1 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

## 4. COLLECTING 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

## 5. HOW WE STORE THIS DATA

We keep personal information about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary. The Academy Trust Handbook sets out how long we keep information about staff.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

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

## 6. 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, Hertfordshire County Council - to meet our legal obligations to share certain information with it, such as safeguarding concerns

- Government departments or agencies
- Our regulator, Ofsted
- Suppliers and service providers:
  - Browne Jacobson (HR Services)
  - Governor Hub
  - NGA - National Governance Association
  - HFL - Herts for Learning
  - NEG - National Education Collage
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals

## **6.1 Transferring data internationally**

We may share personal information about you with the following international third parties, where different data protection legislation applies:

- Other schools or educational establishments (with regards to references)

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

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.

## **7. YOUR RIGHTS**

### **7.1 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).

## **7.2 Your other rights regarding your data**

Under UK 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).

## **8. 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 / contact us 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

## 9. LINKS WITH OTHER POLICIES

- Data Protection Policy
- Cyber Security Policy