

Privacy Notice Volunteers (including governance roles)

This Privacy Notice for volunteers explains how and why we collect, store and use personal information about individuals working with the trust/schools within the trust in a voluntary capacity, including members, trustees and governors. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, ONE Academy Trust is the 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is 09880004685

The categories of personal data that we process include:

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

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details, addresses and postcode)
- Next of kin and emergency contact numbers
- Governance details (such as role, start and end dates)
- Recruitment information, including copies of right-to-work documentation, references, evidence of qualifications, employment details and other information included in a CV or cover letter or as part of the application process
- Information about business and pecuniary interests
- 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.

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

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

Why we collect and use this information

The personal data collected is essential in order for the trust and our schools to fulfil their official functions and meet legal requirements.

We collect and use your personal data for the following purposes:

- a) Meet statutory obligations for publishing and sharing governors'/trustees' details

- b) Establish and maintain effective governance
- c) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- d) Undertake equalities monitoring
- e) Ensure that appropriate access arrangements can be provided for volunteers who require them

Under the UK General Data Protection Regulation (UK GDPR), the legal bases we rely on for processing personal information for general purposes are:

(6a) Consent: employees and others who work in the school have given clear consent for us to process their personal data for the purposes indicated above.

(6c) A Legal obligation: the processing is necessary for us to comply with the law. All academies under the [Academy Trust Handbook](#) have a legal duty to provide the governance information as detailed above.

(6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (e.g. we are required to have evidence that staff have DBS clearance)

(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. ONE Academy Trust will work within the conditions of [GDPR - Article 9 of the UK GDPR](#):

(9.2a) explicit consent. In circumstances where we seek consent, we make sure that the consent is unambiguous and for one or more specified purposes, is given by an affirmative action and is recorded as the condition for processing.

In addition, concerning any special category data:

(9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person. An example of our processing would be using health information about a member of staff in a medical emergency.

(9.2f) for the establishment, exercise or defence of legal claims. Examples of our processing include processing relating to any employment tribunal or other litigation.

(9.2g) reasons of substantial public interest. As a school, we are a publicly funded body and provide a safeguarding role to young and vulnerable people. Our processing of personal data in this context is for the purposes of substantial public interest and is necessary for the carrying out of our role. Examples of our processing include the information we seek or receive as part of investigating an allegation.

(9.2j) for archiving purposes in the public interest. The relevant purpose we rely on is Schedule 1 Part 1 paragraph 4 - archiving. An example of our processing is the transfers we make to the County Archives as set out in our Records Management Policy.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

Collecting volunteer's information

We collect personal information electronically and in hard copy format via our initial data collection during the recruitment and appointment process. Volunteer and governance data is essential for the school's 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 UK GDPR, 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.

Storing volunteer's information

We hold data securely for the set amount of time shown in our data retention schedule (the Derbyshire County Council Document Retention Schedule). For more information on our data retention schedule and how we keep your data safe, please contact the school office.

Who we share volunteer information with

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:

- Government departments or agencies - to meet our legal obligations to share information about governors/trustees. We routinely share aspects of members/trustees/governors with the Department for Education (DfE)
- 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 we have contracted them for, such as governor/trustee support. These include: AIT (our IT service providers), Smoothwall (our IT Filtering & Monitoring service), National Governance Association (NGA), National College (training provider).
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

Why we share volunteers' information

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

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under the requirements set out in the [Academy Trust Handbook](#)

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](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under the UK GDPR, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the headteacher or Diane Dakin (the governance coordinator) at d.dakin@oneacademytrust.co.uk

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- 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

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Diane Dakin (the governance coordinator) at d.dakin@oneacademytrust.co.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **30 March 2025**.

Contact

If you would like to discuss anything in this privacy notice, please contact: Diane Dakin (the governance coordinator) at d.dakin@oneacademytrust.co.uk

How Government uses your data

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

- will increase the transparency of governance arrangements

- will enable local authority maintained schools, academies and academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the Department for Education (DfE) 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 authorised Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account 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 for Education (DfE) unless the law allows it.

How to find out what personal information the 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 the Department for Education (DfE): <https://www.gov.uk/contact-dfe>