



Learn-AT
Learning ~ Fellowship

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

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Please note that this policy supersedes and replaces any equivalent policies or sections of policies. This policy is non contractual and can therefore be amended without consultation. Before you use this policy, please check you have the latest version using the footer reference and Learn-AT Policy Index.

This policy applies to all Learn Academies Trust schools and should be read in conjunction with the latest associated guidance issued by Learn-AT.

1. Who are we?

- 1.1. Learn Academies Trust is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.
- 1.2. Learn Academies Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA244768
- 1.3. You can contact the Academy Trust as the Data Controller in writing at: School Lane, Lubenham, Leicestershire, LE16 9TW or office@learnat.uk

2. What is a Privacy Notice?

- 2.1. A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

3. What is Personal Information?

- 3.1. Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.
- 3.2. 'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

4. What personal information do we process about members, trustees, local governors and other volunteers?

- 4.1. We process data relating to those volunteering at our schools and the trust. 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
- Disclosure and Barring Service Certificate number and start date
- Self-assessment skills audit
- Personal profiles and photographs provided for Trust/School website
- Data about your use of the school's information and communications system
- Video images of employees captured during recorded online lessons, meetings and events and stored securely within the Microsoft Teams digital platform.
- Data collected regarding low level concerns - refer to your School Child Protection Policy for further information

4.2. 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

4.3. We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

4.4. 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.

5. For what purposes do we use personal information?

5.1. We use the data listed above to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors' and trustees' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Communicate relevant information to individuals or groups or Boards or Local Governing Bodies for the purpose of them carrying out their roles and responsibilities as a Member/Trustee/Governor/LGB Member other volunteer.
- Ensure that appropriate access arrangements can be provided for volunteers who require them

5.2. **Use of your personal data for marketing purposes**

- 5.2.1. Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.
- 5.2.2. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

5.3. **Use of your personal data in automated decision-making and profiling**

- 5.3.1. We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

6. Collecting information

- 6.1. Whilst the majority information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

7. What are the legal reasons for us to process your personal information?

- 7.1. We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information and these are as follows:

1) To comply with the law

- 7.2. We collect and use general purpose staff information in order to meet certain legal requirements and legal obligations placed upon the school by UK law. We therefore have the right to process your personal information for such purposes without the need to obtain your consent.
- 7.3. Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

2) To protect someone's vital interests

- 7.4. We are able to process personal information when there is an emergency and/or where a person's life is in danger.
- 7.5. Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.
- 7.6. 3) With the consent of the individual to whom that information 'belongs'

7.7. Whilst much of the personal information is processed in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

7.8. Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

4) To perform a public task

7.9. It is a day-to-day function of the trust to ensure that Members/Trustees/Governors/LGB Members and other volunteers receive the training and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that you are properly supported and able to fulfil your role and responsibilities.

7.10. Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

8. Special category personal information

8.1. In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- Explicit consent of the data subject
- Necessary for carrying out obligations and exercising specific rights in relation to employment and social security and social protection law
- Processing relates to personal data which is manifestly made public by the data subject
- Necessary for establishing, exercising or defending legal claims
- Necessary for reasons of substantial public interest
- Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- Necessary for archiving, historical research or statistical purposes in the public interest

8.2. The lawful reasons for each type of sensitive category personal information that we process is set out in the tables attached.

9. Who might we share your information with?

9.1. We routinely information with:

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- Local Authorities
- Government departments and agencies
- Companies House (Member/Trustees only)
- Academy Trust Members and Trustees (Members/Trustees/Local Governing Body Members and other volunteers)
- Local Governing Bodies (Local Governing Body Members)
- Our regulator
- Suppliers and service providers – e.g., HR, Catering, Training
- Our Auditors
- Health authorities
- Security organisations
- Professional advisors and consultants
- Charities and Voluntary Organisations
- Law enforcement officials, e.g., police, courts , tribunals

9.2. We do not share information about our Members/Trustees/Governors/LGB Members and other volunteers unless the law and our policies allow us to do so.

9.3. Please refer to the tables for information about what personal information is shared with which specific third parties.

10. International Data Transfers

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

10.2. 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.

11. What do we do with your information?

11.1. All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

12. How long do we keep your information for?

12.1. In retaining personal information, the trust complies with the Retention Schedules

provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the trust are required to retain the information. A copy of those schedules can be located using the following link: <http://irms.org.uk/page/SchoolsToolkit>

13. What are your rights with respect of your personal information?

13.1. Under data protection law, you have the right to request access to information about you that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick CV34 4RL

****Please ensure you specify which school your request relates to.**

13.2. You also have the right to:

- In certain circumstances, object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

13.3. If you have a concern 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/>

13.4. **Subject Access Request**

13.4.1. The form for submitting a Subject Access Request can be found on the Learn AT website at <http://www.learnat.uk>

Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category–additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Name	Companies Act 2006 & Academies Act 2010		Companies House DfE	Statutory Requirement
Address	Companies Act 2006 & Academies Act 2010		Companies House DfE	Statutory Requirement
Date of Birth	Companies Act 2006 & Academies Act 2010		Companies House DfE	Statutory Requirement
Nationality	Companies Act 2006 & Academies Act 2010		Companies House DfE	Statutory Requirement
Occupation	Companies Act 2006		Companies House	Statutory Requirement

Table 2 – Personal information we are required to process as it is necessary to protect someone’s vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical Information	Necessary for obligations under employment and social protection	Medical staff i.e. paramedics / ambulance	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'
Religious belief	Substantial Public Interest on the basis of UK Law.	Medical staff i.e. paramedics / ambulance	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'

Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Personal Profile		Public record on website	Consent of individual
Skills Audit			

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Name		Local Authority	Public Task (to establish email address on secure server)
Name		Public Record	Public Task (to comply with statutory guidance)
Personal Information (Address / Date of Birth / contact information)			
Record of Business Interest		Public record	Public Task (to comply with statutory guidance)