



Privacy notice for volunteers (including governors and trustees)

Under data protection law, individuals have a right to be informed about how Alpha Trust (“the Trust”) uses any personal data 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 working with the Trust in a voluntary capacity, including trustees.

Colchester County High School for Girls (CCHSG), Norman Way, Colchester CO3 3US, is the ‘data controller’ for Alpha Trustees for the purposes of data protection law. The Data Protection Lead for CCHSG can be contacted at lp@ccshg.com.

The personal data we hold

We process data relating to those volunteering within our 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

We may also collect, store, use and share (where appropriate) information about you that falls into “special categories” of more sensitive personal data. This may include 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
- Information about Protected Characteristics as defined by the Equality Act 2010 (such as racial or ethnic origin, religious beliefs and gender identification)
- Photographs and CCTV images captured (more details about this are in our combined data protection and freedom of information policy)

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 (DBS) in respect of criminal offence data.

Why we use this data

The purpose of processing this data is to support the Trust to:

- a) Establish and maintain effective governance
- b) Meet statutory obligations for publishing and sharing governors’ and trustees’ details
- c) Facilitate safer recruitment, as part of our safeguarding obligations towards students
- d) Undertake equalities monitoring
- e) Ensure that appropriate access arrangements can be provided for volunteers who require them



- f) Meet our health and safety obligations, so that we know who to contact if there is an emergency whilst you are volunteering with us

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information promoting events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these by contacting the data protection lead at CCHSG.

Use of your personal data in automated decision making and profiling

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.

Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed above are as follows:

- for purpose (a) the legal basis of 'public task': collecting the data is necessary to perform tasks that we are required to perform as part of our statutory function
- for purposes (b), (c), (d) and (e) the legal basis of 'legal obligation': we need to process data to meet our responsibilities under law as set out here: ○ for purpose (b): The Academies Financial Handbook
- for purpose (c): Keeping children safe in education - Statutory guidance for schools and colleges
- for purposes (d) and (e): The Equality Act 2010
- for purpose (f) the legal basis of 'vital interests': we will use this personal data in a life-or-death situation

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.

For 'special category' data, we only collect and use it when we have both a lawful basis and one of the following conditions for processing as set out in 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 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

Collecting this information

While the majority of the 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 will 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, tribunals

How we store this data

We keep personal information about you while you volunteer with us. We may also keep it beyond your volunteering with us if this is necessary. Our records retention policy sets out how long we keep information about governors, trustees and other volunteers. It is available at:

<https://www.cchsg.com/wp-content/uploads/policies/A19.%20Data%20Protection%20Policy.pdf>

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.

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:

- Government departments or agencies
- Local authorities – to meet our legal obligations to share certain information, such as safeguarding concerns
- Ofsted
- Our auditors
- Health authorities
- Service providers
- Professional advisers and consultants
- Employment and recruitment agencies
- The Disclosure and Barring Service (DBS)
- Police forces, courts and tribunals

Transferring data internationally

If we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access the personal information 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 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 a 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 our data protection lead.

Your other rights regarding your data



Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. 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 a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office (ICO)
- Claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact our data protection lead.

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.

To make a complaint, please contact our data protection lead.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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 Lead at loye@cchsg.com.