

Privacy Notice for Volunteers

In accordance with Data Protection legislation, individuals have a right to be informed about how the Trust and its schools use any personal data that is held 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, hold, process and share personal data about individuals who work in our schools as a volunteer capacity. Members, Trustees, and School Governors are covered in a separate privacy notice. This Notice may be subject to change.

Who we are

Pontefract Academies Trust is a 'Data Controller' as defined by Article 4 (7) of General Data Protection Regulations (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Pontefract Academies Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Pontefract Academies Trust is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526

Any correspondence with the DPO must include the name of our Trust and the name of the school within our Trust if relevant.

What information we collect

The categories of information that we collect, hold, process, and share include the following:

- Personal information of volunteers (such as name, marital status, date of birth, address)
- Application information including copies of references and other information included in a cover letter as part of the application process.
- CCTV footage and other information obtained through electronic means such as visitor management systems

Why do we collect your personal data?

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We use volunteer data to:

- Enable us to contact volunteers as appropriate
- Ensure that the volunteers we use are appropriate, as part of our safeguarding obligations towards our pupils/students
- Fulfil our duty of care towards our volunteers
- Ensure appropriate access arrangements can be provided to volunteers that require them

Any personal data that we process about our volunteers is done so in accordance with Article 6 and Article 9 of GDPR:

Who do we obtain your information from?

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- The Disclosure and Barring Service

Who do we share your personal data with?

Your information will only be made available to those who need it to do their job in relation to your role as a volunteer. This includes the relevant administrative staff. We will share your information with the following organisations:

- Disclosure and barring service to conduct necessary checks if applicable

CCTV

Some of our schools use Closed Circuit Television (CCTV) cameras for the purposes of monitoring our premises and to support any pupil/student behavioural policies. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

How long do we keep your personal data for?

Your information is stored in line with the Pontefract Academies Trust Records Management Policy and Procedures. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR you have the following rights in relation to the processing of your personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation;

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- To request access to your personal data that we hold and be provided with a copy of it. This is sometimes referred to as a 'Subject Access Request';
- To request that your personal data is amended if inaccurate or incomplete;
- To request that your personal data is erased where there is no compelling reason for its continued processing;
- To request that the processing of your personal data is restricted; and
- To object to your personal data being processed.

Contact

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF

casework@ico.gsi.gov.uk

Telephone: 03031 231113 (local rate) or

Telephone: 01625 545 745 (national rate number)

Further information

If you would like to discuss anything in this privacy notice, please email dpo@patrust.org.uk