



Volunteers

This privacy notice is intended to provide information about how your school and Sherborne Area Schools' Trust (SAST) will use (or process) personal data about volunteers.

Contents

Responsibility for data protection.....	1
How we use volunteer information.....	1
The personal data we hold about you.....	1
Why we use this data	2
Our legal basis for using this data	2
Collecting this information	2
Data sharing.....	2
International transfers of personal data	3
How we store this data.....	3
Your rights	3
Your other rights over your data	3
Complaints.....	3
Contact	4
Updates.....	4

Responsibility for data protection

- SAST is the 'data controller' for the purposes of data protection law.
- The Data Protection Officer (DPO) is Moira Lyons-Montgomery who can be emailed at dpo@sast.org.uk.
- The data protection lead in each SAST school is the headteacher.
- The DPO will deal with requests and enquiries concerning the Trust's uses of personal data.
- The DPO and headteacher will endeavour to ensure that all personal data is used carefully and lawfully.

How we use volunteer information

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

The personal data we hold about you

The personal data the Trust will collect from volunteers includes the following:

- full name and title
- address
- contact information
- next of kin information

- experience
- Disclosure and Barring Service (DBS) checks
- any other relevant information you wish to provide to us

Why we use this data

We use your data for completing DBS checks; assessing your suitability for the role of volunteer; adding data to the Single Central Record; and retaining contact information in case we need to get in touch with you or your next of kin in the event of an emergency.

Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing volunteer information are:

- *Article 6 (1) (c) Legal obligation*: the processing is necessary for us to comply with the law; we are required to collect information about our volunteers under
 - School Staffing (England) regulations 2009
 - Safeguarding Vulnerable Groups Act 2006
 - The Childcare (Disqualification) Regulations 2009
 - Keeping Children Safe in Education 2016
 - Working Together to Safeguard Children 2015
- *Article 6 (1) (f) Legitimate interests*: we rely on having a legitimate reason as a Trust to collect and use your personal information, and to comply with our statutory obligations
- For some data processing where there is no legal obligation, contract or legitimate interest for the Trust to collect and use the data, we will ask for your consent under *Article 6 (1) (a) Consent*: the individual has given clear consent for us to process their personal data for a specific purpose
- We may also share your information if we need to protect your *vital interests* (or someone else's interest) e.g. in a life-or-death situation we may share information with healthcare professionals

Collecting this information

Personal data is only collected from you. No third parties will be contacted to obtain personal data pertaining to volunteers without your consent. Your personal data may be obtained and processed from third parties where the law requires the Trust to do so, e.g. for the purpose of DBS checks. The categories of data obtained and processed from third parties include:

- DBS
- other places of learning

Where data is obtained from third parties, the personal data originates from the following sources:

- previous employers
- education
- qualifications

Data sharing

For the most part, personal data collected will remain within the Trust and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

We do not share information about our volunteers with anyone without consent unless the law and our policies allow us to do so.

All volunteers are reminded that the Trust is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns related to child safeguarding that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This may include file notes within the volunteer and safeguarding files, and in some cases referrals to relevant authorities such as the LADO or police. For further information about this, please view the Trust Safeguarding Policy.

International transfers of personal data

We have audited where we store all the personal data processed in the Trust and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the Trust.

How we store this data

We hold volunteer data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, or reporting requirements.

We are aware of the legal hold placed on the destruction of staff and volunteer records by the Independent Inquiry into Child Sexual Abuse (IICSA) and we are retaining volunteer records until the publication of their final report and recommendations about file retention.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

Your rights

How to access personal information we hold about you

Under data protection legislation, you have the right to request access to information about yourself that we hold. To make a request for your personal information, contact the Trust.

If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- explain where we got it from
- tell you who it has been, or will be, shared with

Your other rights over your data

Individuals also have the right, in certain circumstances, to:

- have inaccurate or incomplete personal data about them rectified
- request the deletion or removal of personal data where there is no compelling reason for its continued processing. There are limitations and exceptions to this right which may entitle SAST to refuse your request.
- restrict processing of personal data where there is no compelling reason for its continued processing

- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on them
- have your data transferred to another organisation
- object to the processing of their personal data.

If an individual wants to exercise any of these rights then they should contact dpo@sast.org.uk. The law does not oblige the Trust to comply with all requests. If the Trust does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong by contacting our data protection officer, dpo@sast.org.uk

You can also complain to the Information Commissioner's Office in one of the following ways:

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

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: dpo@sast.org.uk

Updates

We may need to update this privacy notice periodically so we recommend that you visit this information.