

PRIVACY NOTICE (TIER 4)

GOVERNORS, TRUSTEES AND VOLUNTEERS

1. Scope

This privacy notice covers all data subjects whose personal data is collected in their application for and appointment to voluntary work at Vision Academy Learning Trust schools, in line with the requirements of the General Data Protection Regulation (GDPR).

2. Responsibilities

- 2.1** The Data Protection Officer / Trust Compliance Manager is responsible for ensuring that this notice is made available to data subjects prior to Vision Academy Learning Trust collecting/processing their personal data.
- 2.2** All Employees/Staff of Vision Academy Learning Trust who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Privacy notice

The Vision Academy Learning Trust is a group of secondary and primary schools with a common aim to inspire the imaginations of our students and to support them to develop in ways which stand them in good stead for their future lives and responsibilities as individuals, employees and citizens.

- Vision Academy Learning Trust is a company limited by guarantee registered in England.
- Company Number: 10249712
- Registered Office: Egglecliffe School, Urray Nook Road, Egglecliffe, Stockton-on-Tees, TS16 0LA
- ICO Registration Number ZA194005

Our Data Protection Officer can be contacted directly here:

- dpo@valt.org.uk
- 01642 352570

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The personal data we would like to collect from/process about our Governors, Trustees and Volunteers is:

Data Ref	Personal data type:	Source (where Vision Academy Learning Trust obtained the personal data from if it has not been collected directly from you, the data subject.):
1	Personal information – Name, Address, Date of Birth, Home Address.	
2	Personal contact details - Personal email address, Personal telephone numbers	
3	Application form, evidence of qualifications	
4	References	References are provided by the Referees identified by data subject
5	Disability and access requirements	Declaration by data subject
6	Work permit	
7	DBS clearance number	Disclosure Barring Service
8	Proof of identity documents (passport, marriage/birth certificate, driving license, utility bills etc.)	
9	Emergency Contact Details/Next of kin names, contact telephone numbers, email addresses, addresses	
10	Photograph (taken by third party or employee, for ID Badge)	Third party photographer/Vision Employee
11	Declaration of pecuniary interests (Governor/Trustees only)	
12	Attendance at meetings information (Governor/Trustees only)	Stockton Borough Council Governor Support Service
13	Skills audit and training records (Governor/Trustees only)	
14	CCTV video surveillance	
15	Audio – Recordings of telephone calls	

The personal data we collect will be used for the following purposes:

Data Ref	Personal data type:	Purpose of processing:
1	Personal information – Name, Address, Date of Birth, Home Address.	Recruitment to a voluntary post To maintain school information required by law
2	Personal contact details - Personal email address, Personal telephone numbers	Appointment to a voluntary post For Governors/Trustees – to administer meetings and governor development service
3	Application form, evidence of qualifications	Recruitment to a voluntary post
4	References	Recruitment to a voluntary post
5	Disability and access requirements	Recruitment to a voluntary post

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		Ensure that appropriate access arrangements can be provided for volunteers who require them
6	Work permit	Pre-employment checks To maintain school information required by law
7	DBS clearance number	Pre-employment checks To maintain school information required by law
8	Proof of identity documents (passport, marriage/birth certificate, driving license, utility bills etc.)	Pre-employment checks To maintain school information required by law
9	Emergency Contact Details/Next of kin names, contact telephone numbers, email addresses, addresses	Appointment to voluntary post
10	Photograph (taken by third party or employee, for ID Badge)	Appointment to voluntary post
11	Declaration of pecuniary interests (Governor/Trustees only)	To maintain school information required by law
12	Attendance at meetings information (Governor/Trustees only)	To maintain school information required by law
13	Skills audit and training records (Governor/Trustees only)	To maintain school information required by law
14	CCTV video surveillance	To safeguard the individuals on our premises
15	Audio – Recordings of telephone calls	To safeguard the individuals on our premises

Our legal basis for processing for the personal data is as follows:

Note: “Article” refers to the section of the General Data Protection Regulation under which lawful processing is permitted.

Data Ref	Personal data type:	Legal Basis
1	Personal information – Name, Address, Date of Birth, Home Address	<ul style="list-style-type: none"> Article 6(1)(c) - legal obligation Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 86 – 144)
2	Personal contact details - Personal email address, Personal telephone numbers	
4	References	
6	Work permit	
7	DBS clearance number	
8	Proof of identity documents (passport, marriage/birth certificate, driving license, utility bills etc)	
10	Photograph (taken by third party or employee, for ID Badge)	
11	Declaration of pecuniary interests (Governor/Trustees only)	
12	Attendance at meetings information (Governor/Trustees only)	

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9	Emergency Contact Details/Next of kin names, contact telephone numbers, email addresses, addresses	<ul style="list-style-type: none"> • Article 6(1)(d) – to protect the vital interests of the data subject
14	CCTV video surveillance	<ul style="list-style-type: none"> • Article 6(1)(e) – official authority Section 547 of the Education Act 1996
15	Telephone call recordings	<ul style="list-style-type: none"> • Article 6(1)(d) – to protect the vital interests of the data subject

The legitimate interests pursued by us are as follows:

Note: “Article” refers to the section of the General Data Protection Regulation under which lawful processing is permitted.

Data Ref	Personal data type:	Legitimate interests
1	Personal contact details - Personal email address, Personal telephone numbers	Article 6(1)(f) – legitimate interest To monitor the progress, develop, evaluate and support the governing body
13	Skills audit and training records (Governor/Trustees only)	

The special categories of personal data concerned are:

Note: “Article” refers to the section of the General Data Protection Regulation under which lawful processing of special category data is permitted.

Data Ref	Special categories of personal data:	Lawful basis for processing
5	Disability and access requirements	Article 9(2)(b) – obligation of the controller authorised by law (The Equality Act 2010 Part 5)
8	Proof of identity documents (passport, marriage/birth certificate)	Article 9(2)(b) – obligation of the controller authorised by law Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 86 – 144)

3.1 Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

Consent for the above personal data is given at the time of collecting the information on the volunteer/governor application form.

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3.2 Disclosure

Vision Academy Learning Trust has a legal obligation to routinely pass on the personal data of **Governors/Trustees only** to the third parties listed below:

Data Ref	Personal Data Type	Name of Third Party and Purpose of processing
1	Personal information – Name, Date of Birth	<ul style="list-style-type: none"> Department for Education Article 6(1)(c) - legal obligation Section 538 of the Education Act 1996 and the Academies Financial Handbook The Secretary of State requires boards to provide certain details they hold about people involved in governance, as volunteered by individuals, via Get Information About Schools (GIAS) and keep the information up to date. Not all of the information collected via Edubase will be published, but all will be held encrypted securely by the department.
2	Personal contact details - Personal email address, Personal telephone numbers	
11	Declaration of pecuniary interests	
12	Attendance at meetings information	
3	TRN, Qualifications, Training	

The following third parties will receive your personal data for the following purpose(s) as part of our routine processing activities:

Data Ref	Personal Data Type	Name of Third Party Purpose of processing
2	Personal contact details - Personal email address	NGA National Governance Association We share this information so governors and trustees can access membership of the NGA, which provides development, support and updates to governors and trustees.
1	Personal information – Name, Date of Birth	NEREO We share this information with the North East Regional Employers' Organisation (NEREO) who process Disclosure & Barring Service (DBS) checks on our behalf. NEREO is an approved Registered Body with the Disclosure and Barring Service
2	Personal contact details - Personal email address, Personal telephone numbers	
7	DBS clearance number	
8	Proof of identity documents (passport, marriage/birth certificate, driving license, utility bills etc)	
	All personal information within this privacy notice	OneITSS Ltd OneIT are the providers of hardware, software and network administration, installation, maintenance and IT

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		support desk services to Vision schools. One IT Staff have permissions-controlled access to this.
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1	Personal information – Name, Address, Date of Birth, Home Address (Governor/Trustees only)	Stockton Borough Council Governor Support Service We share this information with Stockton Borough Council as the appointed clerking and governor development service to the Trust.
2	Personal contact details - Personal email address, Personal telephone numbers (Governor/Trustees only)	
7	DBS clearance number (Governor/Trustees only)	
11	Declaration of pecuniary interests (Governor/Trustees only)	
12	Attendance at meetings information (Governor/Trustees only)	

3.3 Retention period

Vision Academy Learning Trust will process personal data for the duration that data subjects apply for employed or are employed by Vision. We hold workforce data in the form of secure paper and electronic records and store the personal data according to the Information and Records Management Society Information Management Toolkit for Schools.

Data Ref	Personal data type:	Retention Period
1	Personal information – Name, Address, Date of Birth, Home Address.	Applicants Date of appointment of successful candidate + 6 months
2	Personal contact details - Personal email address, Personal telephone numbers	
3	Application form, evidence of qualifications	Appointees End of appointment + 6 years
4	References	
5	Disability and access requirements	Appointees End of appointment + 6 years
6	Work permit	
7	DBS clearance number	
8	Proof of identity documents (passport, marriage/birth certificate, driving license, utility bills etc.)	
9	Emergency Contact Details/Next of kin names, contact telephone numbers, email addresses, addresses	Appointees End of appointment + 6 months
10	Photograph (taken by third party or employee, for ID Badge)	Appointees End of appointment + 6 years
11	Declaration of pecuniary interests (Governor/Trustees only)	End of term of office + 6 years
12	Attendance at meetings information (Governor/Trustees only)	
13	Skills audit and training records (Governor/Trustees only)	
14	CCTV video surveillance	7 days
15	Audio – Recordings of telephone calls	30 days

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3.4 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Vision Academy Learning Trust refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.5 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.2 above) in the processing of your personal data.

To make a subject access request access, use the form **GDPR_REC_4.2**.

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3.5 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Vision Academy Learning Trust (or third parties as described in 3.4 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Vision Academy Learning Trust’s Data Protection Officer.

The details for each of these contacts are:

	Supervisory authority contact details	Data Protection Officer (DPO) contact details
Name:	Information Commissioners Office	Mrs A Sotheby
Address line 1:	Information Commissioner's Office Wycliffe House, Water Lane Wilmslow, Cheshire, SK9 5AF	Egglescliffe School, Urray Nook Road, Egglescliffe, Stockton-on-Tees, TS16 0LA
Email:	https://ico.org.uk/global/contact-us/email/	dpo@valt.org.uk
Telephone:	0303 123 1113	01642 352570

Document Owner and Approval

The Data Protection Officer / Trust Compliance Manager is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to all members of staff on the Vision Staff SharePoint and is published on www.valt.org.uk/privacy.

Signature: A. Sotheby

Date: 05/11/19

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Jill Turner	27/11/18
1	Initial issue	S White	06/12/18
2	DPO changed	A Sotheby	05/11/19
3	Review/ Reformat	A. Sotheby	18/09/2020