



Bottisham Village College
Lode Rd, Cambridge
CB25 9DL, United Kingdom
01223 811250
office@anglianlearning.org
www.anglianlearning.org

Privacy Notices - Volunteers

Under data protection law, individuals have a right to be informed about how we use any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we process personal data about individuals working within the school in a voluntary capacity, including Governors and Trustees.

Who we are

Sawston Village College is part of Anglian Learning. For the purposes of Data Protection legislation, the Academy Trust, Anglian Learning, is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Anglian Learning
c/o Bottisham Village College
Lode Road
Bottisham
Cambridge
CB25 9DL

The role of the Data Protection Officer for the Trust is being undertaken by The ICT Service. Our Data Officer at The ICT Service is Paul Stratford who can be contacted on 01480 373229 or dpo@theictservice.org.uk.

In this policy 'we' and 'us' means the Academy Trust.

The categories of volunteer information that we process include:

- Personal information (such as name, address, next of kin)
- Characteristic information (such as age, gender, ethnic group)
- Recruitment information (such as references, evidence of qualifications)
- Volunteering arrangements (such as days, hours, tasks)
- Sensitive information (such as medical information, race, religious beliefs)
- Information about businesses and pecuniary interests

Why we use this data

The purpose of processing this data is to support Anglian Learning to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governance information
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring and to facilitate the Public Sector Equality Duty
- Ensure that appropriate access arrangements can be provided for volunteers who require them.

How we use your information

Collecting and using your information in this way is lawful because:

- The processing is necessary to establish and maintain effective governance which is a function in the public interest.
- The processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The processing is necessary for the performance of our education function which is a function in the public interest.

Less commonly we may use personal information about you when you have provided us with consent to use your data. We will make it clear what you are consenting to and any implications should you decide not to provide consent. We will also explain how you can withdraw consent if you should wish to at a future date.

How we collect volunteer's information

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on Anglian Learning to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

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
- The Local Authority
- Suppliers and service providers
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces and courts



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Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of a legal obligation to which Anglian Learning is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if you requested it. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us still to send your information.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our records retention policy which can be found on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the relevant school.

More information about your rights is available in our data protection policy on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

A list of all third parties that we share or that process data on our behalf is available from the school.

Complaints

We take any complaints about our processing of personal data very seriously.

If you think that our processing of personal data is unfair, misleading or inappropriate or have any concerns about our data processing please raise it with us in the first instance.

To make a complaint please contact Claudine Bateman, Director of Operations on cbateman@anglianlearning.org. You can also contact our Data Protection Officer on dpo@theictservice.org.uk or by letter addressed to:

Paul Stratford
Speke House
17 Compass Point Business Park
Stocks Bridge Way
St Ives
Cambridgeshire
PE27 5JL

If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.
On line: <https://ico.org.uk/concerns/>