

## Privacy notice for volunteers

Multi-academy trusts have a duty to inform volunteers of how they process any information about them that is in their control. This is referred to as '**personal data**'.

The Skills for Life Trust do this by providing volunteers with a privacy notice. For the purpose of this privacy notice, '**processing**' refers to anything we do with your personal data, including collecting, storing, sharing or securely disposing of it when it is no longer required.

## What categories of personal data are processed?

The categories of personal data that we process include the following:

- **Personal information** – e.g. name, employee or teacher number, National Insurance number
- **Characteristics information** – e.g. gender, age, ethnic group
- **Employment information** – e.g. employment history, employment checks
- **Enhanced Disclosure and Barring Service (DBS) information**

## Why do we collect and use your personal data?

We collect and use your personal data for the following reasons:

- To enable the development of a comprehensive picture of the volunteer workforce and how it is deployed
- To keep pupils safe

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

- For the purpose of keeping pupils safe, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.

## How do we collect your personal data?

We collect your personal data via the following methods:

- Application forms
- DBS Check

Whilst most of the personal data you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain personal data to us or if you have a choice.

## How do we store your personal data?

We hold your personal data securely for the set amount of time shown in the trust's Records Management Policy and Records Retention Schedule, which can be found [here](#).

For more information about how we keep your personal data safe, please see the trust's Data Security Policy, which can be found [here](#).

## Who do we share your personal data with and why?

We do not share personal data about you with anyone 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 data with:

- The Department for Education (DfE) – to meet legal obligations to share certain information, in accordance with the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments

## What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the personal data the school holds about you
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics

- Have your personal data rectified if it's inaccurate or incomplete
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing
- Seek compensation, either through the ICO or the courts

If you want to request access to the personal data we hold about you, please contact the Skills for Life Trust HR Department via email, [hr@sflt.org.uk](mailto:hr@sflt.org.uk), or by phone on 01634 861596.

For more information about Subject Access Requests, please see the trust's Subject Access Request Procedure, which can be found [here](#).

If you are concerned about the way we are processing your personal data, please raise your concern with the Skills for Life Trust HR Department.

If you are concerned about the way your request relating to access or processing of personal data is being dealt with, please raise your concern with the Trust Data Protection Officer (DPO).

You can also contact the ICO at <https://ico.org.uk/concerns/>.

## How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the Skills for Life Trust Data Protection Officer:

Mr T Heyes,  
Data Protection Officer,  
Skills for Life Trust,  
157 Waldersalde Road,  
Chatham,  
Kent,  
ME5 0LP

Telephone: 01634 861593

Email: [privacy@sflt.org.uk](mailto:privacy@sflt.org.uk)

If you require further information about how we and/or the DfE store and use your personal data, please visit the [Skills for Life Trust website](#), the [Gov.UK website](#).