HCAT

Privacy Notice – Volunteers including Trustees and Local Committee Members

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HCAT Privacy Notice – Volunteers including Trustees and Local Committee Members

1. Introduction

We are HCAT (the Trust). We are the data controller for the personal data we process under this privacy notice. This privacy notice applies to all schools within our Trust. Our Data Protection Registration Number is ZA784980.

Your privacy is important to us. This privacy notice explains the personal data we process, how we process it and for what purpose.

2. Who We Are

We are HCAT, responsible for managing the schools within our trust. Our contact details are feedback@hcacademytrust.education

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

3. The Data We Collect

As part of your volunteer role HCAT may need to assess your suitability for the role. This means that we need to collect information about you in order to facilitate this.

The categories of information that we collect and process about you include:

- Personal identifiers (your name, address, contact details)
- Personal information relating to your particular role (i.e. if you are a parent governor etc)
- Information relating to the history of your appointment
- Register of business interests
- Race and/or ethnicity may be collected for equality monitoring purposes

4. Where do we get your personal data from?

We will collect this information in a variety of ways. For example, data might be collected through application forms and references; obtained from your passport or other identity documents such as your driving licence; from forms completed by you.

HCAT will collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

5. Why we collect and use information

The purpose of processing this data is to help us run the trust/academy to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors'/trustees' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

6. Legal Basis for Processing

The Trust processes your personal data and special category data based on its legal responsibilities to:

- Safeguard pupils it has responsibility for,
- Maintain adequate health and safety standards,
- Monitor equality and diversity at our trust.

HCAT relies on Article 6(1)(c) and Article 9(2)(b) of the GDPR to process your personal and special category data.

7. Data Sharing

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 criminal record checks, if applicable
- Department for Education

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

8. Data Retention

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. There are separate retention periods around retaining the detail of child protection allegations and Health and Safety, for example. A full list of retention periods can be found within our Data Retention Guidance.

9. Your Rights

Under UK GDPR, volunteers have the right to request access to information about them that we hold.

- Access: Request access to your personal data.
- Rectification: Request correction of inaccurate or incomplete data.
- Erasure: Request deletion of data where applicable.
- Restriction: Request restriction of processing under certain circumstances.
- Data Portability: Request transfer of your data to another organisation.