



Privacy Notice (How we use volunteer information)

The categories of volunteer information that we collect, process, hold and share include:

- Personal information (such as name, date of birth)
- Evidence of DBS checks (DBS number and details of DBS clearance or relevant criminal records history)
- Contact information (address, email address and telephone numbers)
- Application form and information obtained from references (work history, skills and experience).
- Information obtained from references (work history, skills, experience, disciplinary and grievance information, performance and suitability for role)
- Qualifications (and where relevant, subjects taught)
- Relevant medical and health information, including record of any known disability
- Next of kin details (if you are recruited as a volunteer)

Why we collect and use this information

If selected as a volunteer, we use volunteer data to:

- Process your volunteer application ensuring compliance with legal obligations relating to safeguarding and health and safety at work.
- Manage the volunteer relationship, including keeping accurate and up to date records
- Provide references for future employers

The lawful basis on which we process this information

We collect and use information about volunteers in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

Equality Act 2010
Safeguarding Vulnerable Groups Act 1996
Article 6 and Article 9 of the GDPR
Education Act 1996

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold applicant data for six months following the date of recruitment to the post. The information is stored confidentially and can only be accessed by the volunteer Administrator, HR, interviewers and the Principal.

Should you be successful in your application to volunteer at Leodis Academies Trust, your data will be held in accordance with this Privacy Notice.

We hold volunteer data for the duration of volunteering at Leodis Academies Trust. Information on leavers is kept for one year for reference purposes.

The information is stored confidentially and can only be accessed by the volunteer Administrator, HR your line manager and the Principals of each Academy.

Who we share this information with

We routinely share your applicant information with:

- our external DBS processing service
- referees supplied by you

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

Where we engage third parties to process data on our behalf they are required to verify in writing that they comply with the GDPR regulations and provide information as to how data is processed and stored.

The organisation does not transfer data outside the European Economic Area (EEA).

If successful in application, we share this information on an occasional basis with:

- Training providers in order to enrol you on courses.
- Organisations requesting information about you for references
- Members of the Governing Board (compliance with single central record checking procedures).

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs D Collins, HR Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Mrs S Cubitt
HR Manager
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