

## **Privacy notice for MAT trustees, Academy Advisory Board (AAB) members and other volunteers, October 2019**



Under data protection law, individuals have a right to be informed about how Olive Academies MAT uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the Olive Academies MAT in a voluntary capacity, including trustees and AAB members.

Olive Academies MAT, 95 Ditchling Road, Brighton, BN1 4ST is the 'data controller' for the purposes of data protection law.

Our data protection officer is Adam Tedesco (see 'Contact us' below).

### **The personal data we hold**

We process data relating to those volunteering at Olive Academies. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- contact details
- references
- evidence of qualifications
- employment details
- information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- race, ethnicity, religious beliefs, sexual orientation and political opinions
- disability and access requirements

### **Why we collect and use governance information**

The personal data collected is essential, in order for the MAT to fulfil our official functions and meet the statutory duties placed upon us. Under the General Data Protection Regulations (GDPR), the legal basis we rely on for processing personal information for general purposes is outlined in GDPR Article 6 and where data processed is special category data this is outlined in Article 9.

<https://gdpr-info.eu/art-9-gdpr/> Special categories of more personal data are summarized above.

### **Use of your personal information for marketing purposes**

Where you have given us consent to do so, Olive Academies may send you marketing information by email or text promoting OA events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these texts and/or emails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our data protection officer.

### **Collecting this information**

We collect personal information via application forms, emails and information we ask you on recruitment. While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, in order to comply with GDPR we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **How we store this data**

Personal data is stored in accordance with our data retention policy.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with Olive Academies.

When your relationship with Olive Academies has ended, we will retain and dispose of your personal information in accordance with our data retention policy. This is available on the trust and academies' websites or from any OA office.

## **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. We are required to share information about individuals in governance roles with the Department for Education (DfE), under the requirements set out in the Academies Financial Handbook

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section at the end of this document.

## **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 Adam Tedesco, Data Protection Officer, [adam.tedesco@oliveacademies.org.uk](mailto:adam.tedesco@oliveacademies.org.uk)

Depending on the lawful basis above, you may 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; and
- a right to seek redress, either through the ICO, or through the courts

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting DPO, Adam Tedesco.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact: Adam Tedesco, [adam.tedesco@oliveacademies.org.uk](mailto:adam.tedesco@oliveacademies.org.uk)

## **How Government uses your data**

The governance data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

## **Data collection requirements**

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

**Note:** Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

## **How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>