



Privacy notice for Members, Trustees, Local Boards and other Volunteers

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Owner:	Trust GDPR, Governance and Compliance Lead

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All policies and procedures are available from Oxlip Learning Partnership (the Trust) School Offices, along with the Trust Privacy Notices and Record Retention Policy, which provide specific details in accordance with the GDPR principles.

Tel: Ipswich 01473 277243 / Mid-Suffolk 01449 742422 **email:** mail@oxlip.uk **website:** www.oxlip.uk

Oxlip Learning Partnership is a Private Limited Company by guarantee without share capital use of 'Limited' exemption registered in England and Wales with company number 07656715. **Registered Office:** Oxlip Learning Partnership, Copleston High School, Copleston Road, Ipswich, IP4 5HD



1. Introduction

Under UK data protection law, individuals have a right to be informed about how our Trust, and each of our schools, uses any personal data that 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 Trust in a voluntary capacity, including members, trustees and local boards**.

Our trust, Oxlip Learning Partnership, Copleston High School, Copleston Road, Ipswich, IP14 5HD, tel: 01449 742422, is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is:

- Schools' Choice data.protection@schoolschoice.org Concertus House, 2 Friars Bridge Road, Ipswich, Suffolk, IP1 1RR. Tel: **0300 123 1420 option 5**

For contact details, please see section 10 'Contact us'.

2. The personal data we hold

Personal data is information that we hold about you and which identifies you. This includes information. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your name
- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Your photograph and CCTV images

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

When logged into the school or Trust IT system or using the internet, all key-strokes are monitored by the filtering and monitoring system. This is to ensure the online safety of our whole school community.

3. Why we use this data

We use the data listed above to:

- a) Establish and maintain effective governance

- b) Meet statutory obligations for publishing and sharing details about members, trustees and local board members
- c) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- d) Undertake equalities monitoring
- e) Ensure that appropriate access arrangements can be provided for volunteers who require them
- f) Meet our health and safety obligations, so that we know who to contact if there is an emergency whilst you are volunteering with us
- g) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers and pupils).

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (please see section 10 'Contact us').

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

3.3 Use of your personal data for filtering and monitoring purposes

While you're in any of our Trust schools, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. safeguarding and child protection policy, Acceptable use of ICT policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- For the purposes of a), b), c), e) and g) from section 3 above, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a Trust as set out here:
 - Keeping Children Safe in Education – statutory guidance for schools and colleges
 - The Equality Act 2010

- For the purposes of a), b), c), e) and g) from section 3 above, in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out here:
 - Keeping Children Safe in Education – statutory guidance for schools and colleges
 - The School Staffing (England) Regulations 2009 and the Education (School Teachers' Appraisal) (England) Regulations 2012
 - The Academies Handbook
 - The Equality Act 2010
- For the purposes of d) and f) from section 3 above, in accordance with the 'consent' basis – we will obtain consent from you to use your personal data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Please note that there are some circumstances where the Trust will not be able to accept your request for consent withdrawal as we may be relying on another justification for processing your data.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, 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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals
- Other schools or Trusts

6. How we store this data

We keep personal information about you while you volunteer with us. We may also keep it beyond your volunteering with us if this is necessary. Our record retention schedule sets out how long we keep information about local members, trustees and other volunteers. It is available on the Trust's website.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority, Suffolk County Council – to meet our legal obligations to share certain information with them, such as safeguarding concerns
- Government departments or agencies
- Our regulator, Ofsted
- Suppliers and service providers (such as a Management Information System provider to enable them to provide the service we have contracted them for)
- Our auditors
- Health authorities
- Security organisations
- Professional advisers and consultants
- The Disclosure and Barring Service (DBS)
- Police forces, courts, tribunals

7.1 Transferring data internationally

If we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (please see section 10 'Contact us').

8.2 Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data where it is likely to cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected or blocked
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office if you feel we have not used your information in the right way
- Claim compensation for damages caused by a breach of the data protection regulations

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please refer to:

National database of governors - GOV.UK (www.gov.uk)

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting your school (please see section 10) or the Trust GDPR Lead, Sarah Stringer on mail@oxlip.uk

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Schools' Choice, data.protection@schoolschoice.org

However, our **data protection leads** have day-to-day responsibility for data protection issues in our Trust and schools.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

The Trust	Sarah Stringer	mail@oxlip.uk
Bacton Primary School	Donna Simonds	admin@bactonschool.org.uk
Britannia Primary School	Rachael Gough	office@britannia.suffolk.sch.uk
Cedars Park Primary School	Rachael Chapman	admin@cedarspark.suffolk.sch.uk
Copleston High School	Niki Austen	mail@copleston.suffolk.sch.uk
Mendlesham Primary School	Donna Simonds	admin@mendleshamschool.org.uk
Rose Hill Primary School	Georgie Bright	mail@rosehillprimary.net
Stowupland High School	Magda Coppen	enquiries@stowuplandhighschool.co.uk