



Privacy Notice for
Members/Trustees/Governors
and other Volunteers

Adopted By: **Board of Trustees**

Date: **January 2025**

Review Date: **January 2026**

Privacy Notice for Members/Trustees/Governors and other Volunteers

Date of Issue:	January 2025
Policy applies to:	All Members/Trustees/Governors and other Volunteers of the Wessex Multi Academy Trust
Policy Version Number:	3
Purpose of the document:	To provide an understanding of how the Wessex Multi Academy Trust will handle and process

personal data to enable the Trust to meet its statutory obligations.	
Summary of the main points:	The document provides: 1. Step by step guidance on how personal data is used 2. Detailed information on the grounds for processing personal data
Approved by:	This policy has been approved by the Wessex MAT Board of Trustees
Reviewer:	Data Protection Officer
Summary of amendments:	Wording amendments to sections 4.1, 12.3 and 13
Next review due:	January 2026

1. Under data protection law, individuals have a right to be informed about how Wessex Multi-Academy Trust uses any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

1.1. This privacy notice explains how we collect, store and use personal data about individuals working with Wessex Multi-Academy Trust in a voluntary capacity, including Members/Trustees/Governors.

1.2. We, Wessex Multi-Academy Trust, are the 'data controller' for the purposes of data protection law.

1.3. Each school within Wessex Multi-Academy Trust has a Data Protection Lead. Details of the Data Protection Lead can be found [LOCATION] OR can be provided upon request.

1.4. The Wessex MAT Data Protection Officer is Sophia Radford.

2. The personal data we hold

2.1. We process data relating to those volunteering within Wessex Multi-Academy Trust. 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

2.2. 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

2.3. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment). If a child or other person is considered to be at risk of significant harm, people working with you will have a duty of care to share the information with the relevant services without consent.

3. Why we use this data

3.1. The purpose of processing this data is to enable support to:

- Establish and maintain effective governance of Wessex Multi-Academy Trust
- Meet statutory obligations for publishing and sharing Members'/Trustees'/Governors' 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

4. Our lawful basis for using this data

4.1. We only collect and use personal information about you when the law allows us to. Most commonly, we use it when we need to:

- Comply with a legal obligation
- Carry out a task in the public interest or in the exercise of official authority vested in the controller.

4.2. Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

- We have legitimate interests in processing the data

4.3. Where you have provided us with the 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 go about withdrawing consent if you wish to do so.

4.4. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

4.5. We have a legal obligation under section 30 of the Education Act 2002 to hold the contact details of Chairs of Governors. We need the details of local authority governors to fulfill our responsibilities to fill these vacancies when they arise:

- Section 13(a) of the Education Act 1996
- Section 22 and Schedule 6 of the Education Act 2002
- Section 31(1a&b), (2a) of the School Governance (Constitution) (England) Regulations 2012.

5. Collecting information

5.1. Whilst 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.

5.2. 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.

6. How we store this data

- 6.1. Personal data is stored in accordance with our data protection policy/records management policy.
- 6.2. 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 the purposes directly relevant to your work with the Wessex Multi-Academy Trust.
- 6.3. When your relationship with the Wessex Multi-Academy Trust has ended, we will retain and dispose of your personal information in accordance with our record retention schedule/records management policy.
- 6.4. You can find a copy of the MAT's Record Management and Retention policy on the MAT website.

7. Data sharing

- 7.1. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:
 - Government departments or agencies – to meet our legal obligations to share information about Members/Trustees/Governors
 - Our local authority – to meet our legal obligations to share certain information with it, such as details of Governors
 - Suppliers and service providers – to enable them to provide the service we have contracted them for, such as Governance Support
 - Professional advisers and consultants
 - Employment and recruitment agencies
 - Police forces, courts
 - Staff, other members of your Local Governing Board, Directors and Members – to facilitate communication in order to complete governance tasks

8. Transferring data internationally

8.1. If we transfer personal data to a country or territory outside the European Economic Area we will do so in accordance with data protection law.

9. Use of your personal information for marketing purposes

9.1. Where you have given us consent to do so, the MAT may send you marketing information by e-mail or text promoting the MAT to schools within the MAT of events, campaigns, charitable causes or services that may be of interest to you. You can '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.

10. Your rights

10.1. How to access the personal information we hold about you

10.2. Individuals have a right to make a 'subject access request' to gain access to personal information that the trust hold about them.

10.3. If you make a subject access request, and if we do hold information about you we will:

- 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

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

10.5. If you would like to make a request, please contact our data protection officer.

11. Your other rights regarding your data

11.1. Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

11.2. To exercise any of these rights, please contact our data protection officer.

12. Complaints

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

12.2. 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 may do so by contacting the MAT data protection officer- Wessex Multi Academy Trust- 01305 231510.

12.3. Alternatively you can make a complaint, directly to the ICO - online at <https://ico.org.uk/concerns/> or call 0303123113, however we would ask that where possible in the first instance you please contact our data protection officer for

assistance.

13. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Wessex Multi-Academy Trust – 01305 231510