

PRIVACY NOTICE:

Volunteers

Schools within the Equinox Learning Trust (Kennet School, Whitelands Park Primary School and Francis Baily Primary School) are required to hold and process personal data, including sensitive personal data, relating to volunteers. The Trust acts as the data controller for the purposes of data protection law.

Contact details

Equinox Learning Trust
Stoney Lane, Thatcham, Berkshire RG19 4LL
Telephone: 01635 862121
Email: office@equinoxlearningtrust.co.uk

The personal data we hold about you

We currently collect and process the following information:

- 🕒 your name, address and contact details including email address and telephone numbers
- 🕒 your date of birth
- 🕒 information about your criminal record
- 🕒 photographs and video recordings including CCTV

How we collect the information and why we have it

The Trust may collect information in a variety of ways such as forms completed by you when you join the Trust as a volunteer; from correspondence with you; or through interviews, meetings or other assessments. The Trust may also collect personal data from criminal records checks permitted by law.

Personal data is essential for the Trust's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

Under the GDPR, the lawful bases we rely on for processing this information are:

Public Task: The data is necessary to allow the school to function. It also enables appropriate checks to be completed, such as an enhanced background and criminal records check from the Disclosure and Barring Service.

Taking photographs and videos of pupils is a key part of life in the Trust's schools. Photographs or videos of pupils used for teaching or welfare purposes may occasionally include images of volunteers in the background. Examples include recording a lesson to help with pupils' learning or photographs for use in an internal exhibition or display.

Legal Obligation: In some cases, the Trust needs to process the data to meet the statutory duties placed upon it. For example, details of all volunteers must be stored in the Single Central Record and checked by Ofsted.

Consent: The Trust requires your consent to use photographs and videos more publicly to promote the schools through marketing materials, e.g. school displays, school prospectuses, newsletters, the schools' websites, social media and other marketing channels. If you do not want the Trust to use photographs and videos as described above, please let us know by emailing office@equinoxlearningtrust.co.uk.

Storing Information

Data will be stored either on our network or in a file maintained by the Headteacher's PA.

What we do with the information we have

We do not share information about our volunteers with anyone without consent unless the law and our policies allow us to do so. Your information may be shared internally within the Trust, including with the Trust's human resources, administrative teams and IT staff if access to the data is necessary for the performance of their roles.

The Trust also shares your data with:

- ❶ Disclosure and Barring Service - All volunteers are required to have an enhanced criminal records certificate.
- ❷ Ofsted – Single Central Record.

This data will be subject to confidentiality arrangements.

Requesting access to your personal data

Under data protection law, you have rights including:

- ❶ **Your right of access:** You have the right to ask us for copies of your personal information
- ❷ **Your right to rectification:** You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
- ❸ **Your right to erasure:** You have the right to ask us to erase your personal information in certain circumstances
- ❹ **Your right to restriction of processing:** You have the right to ask us to restrict the processing of your information in certain circumstances.
- ❺ **Your right to object to processing:** You have the right to object to the processing of your personal data in certain circumstances
- ❻ **Your right to data portability:** You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we will respond to you within one month of receipt. Please contact us if you wish to make a request: [Data Protection Officer](#).

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 have any questions about how we use your personal data, please let us know: [Data Protection Officer](#).

How to complain

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: [Data Protection Officer](#). Or you can contact the Information Commissioner's Office:

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Helpline: 0303 123 1113
Website: www.ico.org.uk (contact page)