



(A Church of England Schools Trust)

Privacy Notice for Members/Trustees, Local Governing Body (LGB) in each school and other volunteers (September 2024)

QUEST and its schools are committed to protecting the privacy and security of personal information.

Under data protection/GDPR law, individuals have a right to be informed about how the Trust 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, retain, and use personal data about individuals working with the Trust in a voluntary capacity, including Members/Trustees, Local Governing Bodies (LGB) and other volunteers.

We, QUEST, are the 'data controller' for the purposes of data protection law and our Data Protection Officer is Debra Finch (see 'Contact us' below).

The personal data we collect, process, hold and share

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

- Name, address and contact details including email address, telephone number and date of birth.
- References.
- Evidence of qualifications.
- Employment details.
- Information about business and pecuniary interests.
- Details of your enhanced DBS disclosure and any criminal records.
- CCTV footage.

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.

Data will be stored in a range of different places, including Company files, in the organisation's HR Management Systems and in other IT systems (including the Trust's email system).

Why we collect and use this data

The purpose of processing this data is to support the Trust to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Members/Trustees, Local Governing Body (LGB) representatives and other volunteer's 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

Our lawful basis for using this data

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

- Comply with a legal obligation
- Carry out a task in the public interest

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)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. See the section on Right to Withdraw consent which explains how consent can be withdrawn.

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.

Collecting this information

Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis.

To comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

How we store this data

Personal data is stored in line with the Trust's GDPR Data Protection 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 the Trust.

When your relationship with the Trust has ended, we will retain and dispose of your personal information in accordance with our Data Protection Policy, available on our website.

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.

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, Local Governing Body representatives and other volunteers.
- Our local authority – to meet our legal obligations to share certain information with it, such as details of Members/Trustees, Local Governing Body representatives and other volunteers.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as Governor Hub.
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

Transferring data internationally

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.

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them. To make a request for your personal information contact Debra Finch, our Data Protection Officer.

You may also have a 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 our Data Protection Officer.

Your other rights regarding your data

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

To exercise any of these rights, please contact our Data Protection Officer.

Right to withdraw consent

In circumstances where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please contact our Data Protection Officer.

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Complaints

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/>

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our Data Protection Officer, Debra Finch on 07881 363 485 or email d.finch@quest-trust.org.uk or by post c/o Hindley Green Community Primary School, Thomas Street, Hindley Green, Wigan, WN2 4SS.