



PRIVACY NOTICE FOR VOLUNTEERS & GOVERNORS & INCOMING STUDENTS



The purpose of this privacy notice is to explain how your personal information may be used. We take your privacy seriously and you can find out more here about your privacy rights and how we gather and use your personal data – that includes the personal data we already hold about you now and any additional personal data we might collect about you, either directly from you or from a third party. We will always take into account your interests and rights when processing your personal data.

When we say 'we', this refers to The Bishop Wheeler Catholic Academy Trust (BWCAT) and all the schools within the Trust.

Who processes your personal information?

BWCAT is the 'data controller' of the personal data we process. This means that we determine the purposes and the manner in which any personal data relating to you is processed. The Headteacher in each of the BWCAT schools acts as a representative for the school with regard to its data controller responsibilities. In some cases, some of your personal data will be outsourced to a third party 'data processor' (this means that they process your information on our behalf) such as those who process DBS applications; however, this will only be done with your consent, unless the law requires us to share your data. Where we outsource data to a third-party processor, the same data protection standards that BWCAT upholds are imposed on the data processor.

Why do we collect and use your information?

BWCAT has a legal right to collect and use certain personal data relating to you; those who come into BWCAT or its schools to work on a voluntary or work experience basis. We process your personal data in order to meet legal and safeguarding obligations and or fulfil public duties as a school. We may also have a legitimate reason for processing your personal data, such as CCTV footage; in order to provide a safe and secure environment.

What data is collected and how

In accordance with the above, your personal data is collected to fulfil our duties as an educational institute. It used for the following reasons:

to confirm your identity;	to fulfil safeguarding obligations;	to prevent and detect crime and safeguard;	to support teaching and learning;	to communicate with you
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Much of the personal data we hold about you is provided by you when you apply to volunteer or apply for work experience at BWCAT. Some information is provided to us by other sources such as your referees, your educational setting or the Diocese for Foundation Governors. The categories of personal data that we process include:

- Personal information - e.g. Name, title and date of birth
- Contact information - e.g. address, Email address, telephone number
- Characteristics - e.g. marital status denoted by your title
- Qualifications and training - e.g. skills and qualifications
- Medical and health - e.g. disabilities, illnesses and allergies you may have told us about, accidents or injuries while on site

- Photographs - e.g. photographs for identity badges or on newsletters etc.
- Operational - e.g. CCTV footage, IP address, work devices and internet usage
- Financial - e.g. bank accounts details for payment of expenses where applicable
- Safer recruitment information - e.g. 'right to work' documentation, references, application form, qualifications, immigration status, volunteering history, DBS information and checks

Special protection is given to certain kinds of personal data that is particularly sensitive. This is called 'special category data'. BWCAT may process special category data about your health if this is appropriate such as if you have suffered an accident at school, this will be recorded. You may also tell us about any health issues you have while you are with us. We will always obtain your explicit consent to use this information unless this is not required by law or the information is required to protect your health in an emergency. We may process special categories of personal data in the following circumstances:

- With your explicit written consent.
- Where we need to carry out our legal obligations.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

As you are based in schools, with children, we process data regarding criminal convictions. We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our legal obligations and our public duties as a school. Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. [Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.] Your personal data may be obtained and processed from third parties where the law requires the school to do so. The categories of data obtained and processed from third parties include:

- Criminal information – e.g. DBS details
- Relevant medical and health information
- Information contained within references

The school will ask for your consent to your personal data when consent is needed. You should be aware that it is not a condition of your voluntary role with us that you agree to any request for consent from us. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and explain how the data will be used. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. Details of how to do this are on the Consent Form.

How long is your personal data kept?

We hold your personal data from the point that you make an application for a voluntary role. The school does not store personal data indefinitely; data may be retained for varying periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely. Volunteer and governor personal data is stored in line with the BWCAT Record Management Policy.

Will my personal data be shared?

We do not share information about you with anyone without consent, unless the law and our policies allow us to do so. Within your place of volunteering, the Trust, personal data may be shared between third party colleagues who legitimately need the information to carry out their duties. For example, details about an accident you may have suffered while on site will need to be dealt with by the Office Manager who may also need to escalate this to Trust level for insurance purposes. The amount of personal information shared will be no more than is reasonably necessary.

We also share some personal data with the following third parties:

The Diocese of Leeds	BWCAT appointed insurers	BWCAT appointed solicitors	The Department for Education (Governors)
Ofsted (Governors)	The Local Authority	Trustees, Academy Councils and Directors	

Your rights

You have various rights under Data Protection Law to access and understand the personal data we hold about you, and in some cases to ask for it to be erased or amended or for us to stop processing it, but subject to certain exemptions and limitations.

If you would like to access or us to amend your personal data, or would like it to be transferred to another person or organisation, or have some other objection to how your personal data is used, please contact the school. We will respond to any such written requests within one month. Where this is not possible, we will write to you explaining why. There is ordinarily no charge for this. However, if the request is manifestly excessive or similar to previous requests, we may ask you to reconsider or charge a proportionate fee, but only where Data Protection Law allows it.

You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal privilege.

If you have a concern about how BWCAT is processing your personal data, you can speak to the Headteacher at the school or the Trust Data Protection Officer: telephone 01943 883 000 or email dpo@bwcat.org. You can also make a complaint to the ICO (Information Commissioners Office). You can telephone them on 0303 123 1113, Monday to Friday between 9am and 5pm (excluding bank holidays) or visit <https://ico.org.uk/concerns/handling/>

More information about your rights can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Data outside of the UK

Some of your personal data may be transferred outside the UK to other companies and service providers in countries where data protection laws may not provide the same level of protection as those in the UK, such as the USA.

We will only share your data with countries the UK Information Commissioners Office deems safe and have adequate protection in place., or we have put in place our own measures to ensure adequate security as required by data protection law. These measures include ensuring that your personal information is kept safe by carrying out checks on our partners and suppliers.

When we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure.

Data Protection Officer

The Trust's Data Protection Officer (DPO) is Jemma Johnson. The role of the DPO role is to oversee and monitor the school's data protection procedures and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted at dpo@bwcat.org or 01943 883000.

Contact

If you wish to speak to us regarding your data, please contact the Headteacher of your school in the first instance.

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