

Privacy Notice for Governors, Trustees and Volunteers working with the Russell Education Trust and its schools in a voluntary capacity.

1. Introduction

- a. Under data protection law, individuals have a right to be informed about how an organisation uses any personal data held about them.
- b. This Russell Education Trust ('Trust') Privacy Notice applies to all personal data held by the Trust as a multi-academy trust and by individual schools in the Trust.
- c. This Privacy Notice explains how, during the course of our activities as an academy trust, we will collect, store and process personal data about individuals working in a voluntary capacity, including governors and trustees at the Russell Education Trust and/or in the Trust's schools.
- d. The Trust, (The Russell Education Trust, 1 Park Road, Teddington, TW11 0AP), is the 'data controller' for the purposes of data protection law.
- e. Our Data Protection Officer is Jo Townsend (see 'Contact Us' below).

2. The personal data we collect, hold and share include:

- a. We may collect, use, store and share (when appropriate) different categories of personal data about you which include, but is not limited to:
 - Contact details.
 - Personal Details.
 - Evidence of qualifications or experience.
 - Employment details.
 - References.
 - Information about business or pecuniary interests.
 - Identity verification records.
 - Data about your use of our schools' IT systems.
 - Records of communications.
 - Visitor sign-in records.
 - Photographs or CCTV images.
- b. In some cases, we may also hold more sensitive categories of information about you such as:
 - Health, medical conditions or disabilities.
 - Religious affiliation, for example in relation to certain governance roles in the Trust's church schools.
 - Demographic information required for monitoring equal opportunities.
 - Information received from the Disclosure and Barring Service.

3. Why we collect and use this information

- a. Some of the reasons we collect and use this information are to:
 - Support you in your voluntary work and enable you to work with us.
 - Establish and maintain effective governance.
 - Establish and maintain an effective system to allow the skills of volunteers to benefit the Trust, its schools, and pupils.
 - Facilitate the day-to-day operation of the Trust and its schools.
 - Meet statutory obligations for publishing and sharing governors' and trustees' details.
 - To comply with other legal obligations and disclosures required or permitted by law.
 - Facilitate safe recruitment, as part of our safeguarding obligations.
 - To maintain accurate records of visitors to the Trust and its schools.
 - Undertake equalities monitoring.
 - To support the provision of professional advice e.g. where we may have sought this to respond to legal claims.
 - To help us to answer freedom of information requests or deal with complaints.

- Ensure that appropriate access and catering arrangements are made.
- b. **Use of your personal data in automated decision making and profiling**
We do not currently process your personal information through any automated decision making or profiling process. This means we don't make any decisions about you using only computers without any human involvement. If this changes in future, we will amend any relevant privacy notices to explain the processing to you, including your right to object to it.
- c. **Use of your personal data for marketing purposes**
Where you have given us consent to do so, we may send marketing information by email or text promoting school events, campaigns and charitable causes or services that may be of interest to you. You can withdraw your consent or 'opt out' of receiving these emails and/or texts at any time by contacting the Trust or the individual school where you volunteer.

4. Our lawful basis for using this information

- a. We only collect and use your personal data when the law allows us to. We need to establish a lawful basis to do this as set out in data protection law.
- b. Our lawful bases for processing your personal information are:
 - Comply with a legal obligation, such as complying with health and safety legislation or reporting to the Department of Education.
 - Carry out a task in the public interest or for official purposes such as keeping educational records.
 - You have given us your consent to use it in a certain way.
 - Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
 - To protect an individual's vital interests (i.e. protect your life or someone else's life) such as giving your details in a medical emergency.
- c. Where you have provided us with your consent to use your information, you may take back this consent at any time. We will make this clear when requesting your consent and will explain how you would go about withdrawing your consent, in which case, the information about you will no longer be collected or processed.
- d. Special categories of personal data will normally only be processed under the following legal grounds ('special category' information includes information about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health or condition or sexual life, or genetic or biometric data) which may include:
 - We need to process the information for reasons of substantial public interest in complying with legal obligations, for example, safeguarding children.
 - We are legally obliged to collect and use it in the field of employment, for example using information about ethnic origin or equality monitoring purposes.
 - We need to protect you or someone else, for example in medical emergencies.
 - We have obtained your specific and explicit consent to use your information in a certain way.
 - We intend to use it to make or defend legal claims.
 - We need to process it for archiving or for statistical purposes, and the processing is in the public interest for example, equal opportunities initiatives.
- e. Where appropriate we will collect information about criminal convictions as part of the recruitment process through Disclosure and Barring Service (DBS) checks or we may be notified of such information directly by you in the course of volunteering for us.
- f. We will only use information relating to criminal convictions where the law allows us to do so. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so in accordance with one of the lawful bases listed at 4) above. Additionally, we will rely on the relevant processing conditions set out at Schedule 1 of the Data Protection Act 2018.

5. Collecting your information

- a. While in most cases you must provide the personal information we need to collect, there are some occasions where you can choose whether or not to provide the data.
- b. We will always tell you if you have a choice. If you must provide the data, we will explain what might happen if you don't.
- c. Most of the data we hold about you will come from you, but we may also hold data about you from:
 - Your employers.
 - Local authorities.
 - Government departments or agencies.
 - Police forces, courts, tribunals.
 - Medical professionals.
 - Your representatives.
 - Your family members.

6. Storing your personal data

- a. We keep personal information about you while you are a governor, trustee or volunteer for the Trust/our schools. We may also keep it beyond your voluntary work with us if this is necessary.
- b. We also store some of your personal information in our IT systems.
- c. Information on how long we keep your personal data is detailed in our Data Retention Schedule which sets out retention periods for certain categories of personal data.
- d. We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.
- e. We will dispose of personal data securely when we no longer need it.

7. Sharing your personal data

- a. We do not share information about you with anyone outside of the Trust without permission from you or unless the law and our policies allow us to do so.
- b. Where we share your personal data with someone who is a supplier or service provider, we will take steps to ensure they treat your personal data in a way that meets data protection law requirements.
- c. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with third parties including but not limited to:
 - Central and Local Government bodies such as The Department for Education (DfE) – to meet our legal obligations and the requirements of the Trust's Funding Agreement such as statistical and financial reporting.
 - Our regulator, Ofsted, to comply with our legal obligations under the legislative framework for the monitoring and evaluation and assessment of schools.
 - Police forces, Courts, and Tribunals – fulfilling our legal obligations to share information, prevent crime and comply with Court Orders etc.
 - Our suppliers and service providers such as catering services, IT services, software and online applications, payment providers – to enable them to provide the service we have engaged them for in line with our contractual obligations.
 - Health authorities – to meet our obligations to protect the welfare of the school community.
 - Professional advisors and consultants – acting under the public interest in providing educational support and consultancy to the Trust.
 - Professional bodies to ensure we can meet legal requirements.
 - Charities and voluntary organisations to ensure we can meet the educational and pastoral needs of the school community.
 - Our internal and external auditors - to meet our legal obligations to have our accounts audited.
 - Survey and research organisations – to support the collation of data for the improvement of education across the country.

- Security organisations – to ensure that you, our staff, and pupils are as safe as possible and to meet our obligations and duties under legislation.
- Training and professional development organisations who we engage to provide training.

8. Transferring data internationally

- a. Where we transfer personal data to a country or territory internationally, we will do so in accordance with data protection law.

9. Your rights – Accessing personal information that we hold about you

- a. You have the right to make a 'subject access request' to gain access to personal information that we hold about you.
- b. If you make a subject access request, and if we do hold information about you, we will (unless there is a good reason why we shouldn't)
 - 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.
- c. You may have the right for your personal information to be shared electronically with another organisation in certain circumstances.
- d. If you would like to make a request please contact us (see "Contact Us" below). You can also read the information set out in the Trust's Data Protection Policy and the Subject Access guidance on your school's website.

10. Your other rights regarding your data

- a. Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
 - object to the use of your personal data if it would cause, or is causing, damage or distress;
 - stop it being used to send direct marketing;
 - object to decisions being taken by automated means (by a computer or machine rather than by a person);
 - have the personal data we hold about you rectified if it is inaccurate or incomplete;
 - restrict our processing of your personal data (i.e. permitting its storage but no further processing);
 - seek redress, either through the Information Commissioner's Office or through the Courts.
- b. To exercise these rights, please contact us (see "Contact us" below).

11. Complaints

- a. We take any complaints about our collection and use of your 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 let us know first.
- b. To make a complaint, please contact our Data Protection Officer (see "Contact us" below).
- c. Alternatively, you can make a complaint to the Information Commissioner's Office:
 - Report a concern online at <https://ico.org.uk/concerns/>
 - Call 0303 123 1113
 - Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Privacy Notice – Governors, Trustees and Volunteers

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RUSSELL EDUCATION TRUST

12. Contact us

- a. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:
 - **Data Protection Officer:** Jo Townsend
 - **Email address:** DPO@Russelleducationtrust.org.uk
 - **Address:** Data Protection Officer, 1 Park Road, Teddington, TW11 0AP. Please mark private and confidential for the attention of the Data Protection Officer.