



**CtKCC**  
Christ the King  
Catholic Collegiate  
Together as one community  
with Christ at the centre



# Privacy notice for Directors, Governors and other volunteers

Date: July 2021  
Adopted: 01 September 2021  
Review: July 2023



## 1. Introduction

Under UK data protection law, individuals have a right to be informed about how Christ the King Catholic Collegiate (CtKCC) uses any personal data that 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, store and use personal data about **individuals working with CtKCC in a voluntary capacity, including Directors and Governors.**

Our Trust, Christ the King Catholic Collegiate, c/o St Teresa's Catholic Primary School, Stone Road, Stoke-on-Trent, Staffordshire ST4 6SP (Telephone 01782 976176), is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Mr David Rushton (see 'Contact us' below).

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## 2. The personal data we hold

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

- Contact details (Name, address, telephone number and e-mail address)
- Date of birth, Nationality & Country of Residence, Country of birth, any former names and occupation (Directors and Local Governing Body representatives (LGB) only)
- Proof of identification
- Applications for the position of Director or LGB representatives including date of appointment and cessation
- Term of office (date of appointment and date of termination – Directors and LGB representatives only)
- Meeting attendance (Directors and LGB representatives only)
- References (Volunteers as required)
- Evidence of qualifications (Volunteers as required)
- Occupation
- Information about business and pecuniary interests (Directors and LGB representatives only)
- Skills audit details (Directors and LGB representatives only)
- Photograph

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Information about disability and access requirements
- Photographs and CCTV images captured in any school premises

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service (DBS) in respect of criminal offence data.

## 3. Why we use this data

We use the data listed above to:

- a. establish and maintain effective governance
- b. conduct Disclosure and Barring Service (DBS) checks prior to appointment/engagement in order to meet statutory safeguarding requirements
- c. meet statutory obligations for publishing and sharing Directors' and Governors' details
- d. facilitate safe recruitment, as part of our safeguarding obligations towards learners
- e. maintain a Single Central Record (SCR) to ensure Ofsted compliance

- f. complete mandatory reporting to (Directors and LGB representatives only):
  - i. Company's House
  - ii. Get information about Schools
  - iii. Publication on company and academy websites (Directors/LGB representative's names, term of office, meeting attendance and business and pecuniary interests)
- g. undertake equalities monitoring
- h. identify training requirements
- i. facilitate access to schools who have electronic visitor sign-in or gate entry systems
- j. ensure compliance with the Academies Trust Handbook (formally Academies Financial Handbook) relating to Business and Pecuniary Interests
- k. ensure that appropriate access arrangements can be provided for volunteers who require them

### **3.1 Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

### **3.2 Use of your personal data in automated decision making and profiling**

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## **4. Our lawful basis for using this data**

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- For the purposes of a, b, c, e, f and j, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school
- For the purposes of b, e, and j, in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law
- For the purposes of b, c, d and h, in accordance with the 'consent' basis – we will obtain consent from you to use your personal data
- For the purposes of k, in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation
- For the purposes of a, b, c and f, in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- For the purposes of b, c, d, e, f, g, h, i and j, in accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason, including:
  - In accordance with the Academies Trust Handbook

- Ofsted requirements
- Companies House requirements

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

#### 4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## 5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- The Birmingham Diocese Education Service (BDES)
- Police forces, courts, tribunals

## 6. How we store this data

We keep personal information about you while you volunteer at Christ the King Catholic Collegiate. Data applicable to Directors and Governors is held by the Central Team. Data regarding Governor and other volunteers is held by the respective academy. We may also keep it beyond your work at Christ the King Catholic Collegiate if this is necessary. Our Record Management policy sets out how long we keep information about Directors/Governors and other volunteers.

Directors can request a copy of the Records Management policy from the Central Team. Governors and other volunteers can request a copy from their respective school office. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## 7. Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority (Staffordshire and Stoke-on-Trent) – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies (Companies House, Get Information About Schools)
- Our regulator, (Ofsted, BDES)
- Suppliers and service providers:
  - Electronic visitor entry systems (where installed)
  - MS Office – to facilitate the use of an Office 365 account
  - Stoke HR Services – for the processing of DBS checks prior to appointment
- Our auditors (Directors only)
- Health authorities
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

## 7.1 Transferring data internationally

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

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## 8. Your rights

### 8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- 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

You may also have the 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 us (see 'Contact us' below).

### 8.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

## 9. Complaints

We take any complaints about our collection and use of 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 raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10. 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**:

Mr David Rushton

Telephone: 01782 307510

Email: [DataProtectionOfficer@ctkcc.co.uk](mailto:DataProtectionOfficer@ctkcc.co.uk)

Post: Data Protection Officer  
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