

## TRUSTEES & VOLUNTEERS

Issued: Autumn 2025

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### Privacy notice for Trustees and other volunteers

Under data protection law, individuals have a right to be informed about how Oxley Park Academy uses any personal data we hold about them. We comply with this right by providing privacy 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 the school in a voluntary capacity, including Governors and Trustees.

We, Oxley Park Academy, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Paul Stratford (see 'Contact us' below).

#### The personal data we hold.

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

- Full name and address
- Contact details.
- References.
- Evidence of qualifications.
- Employment details.
- Information about business and pecuniary interests.

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.

#### Why do we use this data.

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

- Establish and maintain effective governance.
- Meet statutory obligations for publishing and sharing Governors' 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. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds that justify our use of your data.

## Collecting this information

While most of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

## How do we store this data

Personal data we collect as part of the job application process is stored in line with Oxley Park Academy Data Protection and GDPR 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 school.

Once your relationship with us has ended, we will retain this file and delete the information in it in accordance with the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools.

## 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 governors/trustees.
- Our local authority – to meet our legal obligations to share certain information with it, such as details of Trustees.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support.
- Professional advisers and consultants.
- Employment and recruitment agencies.
- Police forces, courts.

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Use of your personal information for marketing purposes

Where you have given, us consent to do so, the school may send you marketing information by e-mail or text promoting school events, campaigns, charitable causes, or services that may be of interest to you. You can "opt-out" of receiving these texts and/or e-mails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our data protection officer.

## Your rights

### 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 we hold about them.

If you make a subject access request, and if we do hold information about you, we will:

- 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 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 the Academy Business Manager, Vicki Jewell, Oxley Park Academy, 01908 503870.

### 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 from 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 Ray Smith, Oxley Park Academy, 01908 503870.

## 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 concerns about our data processing, please raise this with us in the first instance.

To make a complaint, please contact PA to the Executive Principal, Oxley Park Academy, 01908 503870 [execpa@oxleyparkacademy.com](mailto:execpa@oxleyparkacademy.com)

You can also contact our Data Protection Officer:

Email: [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)

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
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, or concerns or would like more information about anything mentioned in this privacy notice, please contact:

PA to the Executive Principal, Oxley Park Academy, 01908 503870 [execpa@oxleyparkacademy.com](mailto:execpa@oxleyparkacademy.com)

*This notice is based on the [Department for Education's model privacy notice](#) for governors and volunteers amended to reflect the way we use data in the school.*