

## Privacy Notice - Volunteers

This privacy notice describes how the data controller, **The Sigma Trust**, collects and process personal information about you during your Volunteer relationship with us.

**Why do we need your information?** The Sigma Trust has the legal right and a legitimate interest to collect and process personal data relating to those volunteering to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

|   |   |
|---|---|
| Academy Funding Agreement               | Academies legal framework                         |
| Safeguarding Vulnerable Groups Act 2006 | The Childcare (Disqualification) Regulations 2009 |
| Keeping Children Safe in Education      |   |

If volunteer workers fail to provide their personal data, this may lead to the following:

- Unable to contact family in an emergency.
- Unable to support you in the workplace if any health conditions.
- Inability to verify safeguarding and employment checks resulting in the possible cessation of Volunteer Agreement.

### What personal data do we need from you?

|  |  |
|--|--|
| Personal contact information - title, addresses, telephone numbers and email | Information about your health, including any medical condition, health and sickness records. |
| Gender   | DBS number   |
| Start date   | Employment records   |
| Copy of driving licence/Passport/Identity documents                          | Information about criminal convictions and offences  |
| National Insurance number  | Identity photograph  |
| Qualifications   |  |

### How will we be using your Personal Data?

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you
- Where we need to comply with a legal obligation
- Where it is necessary for our legitimate interests (or those of a third party) and your interests

**We will share your data with third parties, including third-party service providers. This includes:**

|                  |                  |
|------------------|------------------|
| Human Resources  | Legal services   |
| Regulator bodies | DBS provider ECC |

We share your data when we are required to do so by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Please be advised that not all of the data you provide is shared with everyone listed. We only share data required for that particular function and only the minimum required.

### **Transferring information outside the EU**

We will ensure that your personal information receives an adequate level of protection and is treated by any third parties in a way that is consistent with and which respects the EU and UK laws on data protection.

### **Security**

We have appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. There are procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Consent**

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

### **Data retention**

We will stop using your data on completion of your volunteering relationship.

### **Contact**

If you have any questions about this privacy notice or about how we handle your personal information, please contact: Julie Eldridge (DPO), The Sigma Trust, Tendring Education Centre, Jaywick Lane, Clacton-on-Sea, Essex, CO16 8BE [DPO@simagtrust.org.uk](mailto:DPO@simagtrust.org.uk)

### **Changes to this privacy notice**

We may update this policy. We will notify you about significant changes in the way we treat personal information by placing a prominent notice on our web site.