



Privacy Notice for Governance and Volunteers

This policy is effective in all academies within the
Learning without Limits Academy Trust

Associated Policies: GDPR Record of Processing Activities
GDPR Data Retention Policy
GDPR Freedom of Information Policy and
Publication Schedule
GDPR Data Breach Policy
GDPR Data Protection Policy
GDPR Electronic Info and Communications Policy

1. Introduction

1.1. The Learning without Limits Academy Trust is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

1.2. Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

1.3. It applies to governors and volunteers.

2. Who Collects this Information

2.1. Each of our academies is a "data controller." This means that they are responsible for deciding how we hold and use personal information about you.

2.2. We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

2.3.

Video recordings capture by the School's video conferencing platform
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs
Details in references about you that we give to others

5. How we Collect this Information

- 5.1. The majority of the information that we collect from you is mandatory, however there is some information that you can choose whether or not to provide it 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.
- 5.2. We may collect this information from you directly, or from a number of third-party sources, such as other employees, the DBS, technical networks and so on.

6. How we Use your Information

We will only use your personal in

To receive advice from external advisors and consultants
To liaise with regulatory bodies (such as the DfE, DBS)
Dealing with termination of your appointment

6.3. If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations (such as to ensure health and safety). Where you have provided us with consent to use your data, you may withdraw this consent at any time.

6.4. We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

7. How we Use Particularly Sensitive Information

7.1. Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in the following circumstances:

In limited circumstances, with your explicit written consent
Where we need to carry out our legal obligations in line with our data protection policy
Where it is needed in the public interest, such as for equal opportunities monitoring
Where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent

8. Criminal Convictions

8.1. We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations.

8.2. Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

9. Sharing Data

9.1. We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. These include the following: -

Government departments or agencies
The Local Authority
Suppliers and Service providers
Professional advisors and consultants
The Department for Education
Law enforcement
Academies within the Trust
Support services
DBS

To transfer your personal information to another party.

12.3. If you want to exercise any of the above rights, please contact the LwLAT COO in writing.

13. Right to Withdraw Consent

13.1. In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the LwLAT COO. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

14. How to Raise a Concern

14.1. We hope that LwLAT COO can resolve any query you raise about our use of your information in the first instance.

14.2. We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the LwLAT COO, then you can contact the DPO via the details below:

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

14.3. You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

15. Changes to this Privacy Notice

15.1. We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.