

Privacy Notice - Volunteers

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

What is the service being provided?	Personal data of volunteers who support the school							
What personal data do we need from you?	Name		Address		Date of Birth		Pre-employment check information	
	Email Address							
Who will be using your Personal Data?	Who is the Data Controller ?				Connected Learning MAT			
	Who is the Data Controller's Data Protection Officer ?				IGS			
	Are there any Data Processors ?				Yes	☒	No	☐
	Who are they?				Details held on Single Central Record data base.			
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):				Engagement as Volunteer			
	The Legal Condition (s):				- Legal Obligation - Consent You may withdraw your consent at any time by contacting us			
Who else might we share your data with?					Other Education Providers (eg HR, Legal), Regulatory Bodies, (prospective employers (references)).			
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?					NO			
How long will your data be kept?	When will it stop being used?				Termination of engagement ¹			
	How long after this will it be deleted?				Termination of engagement ¹			
					¹ Subject to exceptions – please refer to the Trust's Retention Schedule			
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	☒	Access	☒	Rectify	☒	Erase	☐
	Restrict	☐	Portable	☐	Object	☐	Automate	☐
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:				Education law			
	This is what could happen if you refused to let us use your data for this purpose:				Unable to engage/continue to engage			
As you are not giving your data directly to us:	This is who is giving us your personal data:				Previous employer, DBS service, NCTL			
	This is a source of personal data open to anyone				Yes	☐	No	☒
	These are the categories of personal data being given to us				Basic Demographics, e.g. name, address, Date of Birth, references from previous employers, engagement suitability/safeguarding checks, prohibition and qualifications checks			

Visit the following links for more information about Privacy Law, our obligations and your Rights:

[The ICO Guide to the General Data Protection Regulations 2016](#)
[The General Data Protection Regulations 2016](#)

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address	c/o Trust Admin Support, CL Business Centre, Templars Academy, Cressing Road, Witham CM8 2 NJ
Email	tinaweavers@connectedlearningmat.co.uk
Phone Number	01376 518190

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113

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