EMMANUEL
SCHOOLS FOUNDATION

PRIVACY NOTICE - VOLUNTEERS

Data Controller: Emmanuel Schools Foundation, Trinity House, Sixth Avenue, Blyth, NE24 2SY

Data Protection Officer: Christine Taylor, ESF, Trinity House, Sixth Avenue, Blyth, NE24 2SY

Emmanuel Schools Foundation (the "Foundation") collects and processes personal data relating to individuals volunteering with the Foundation. The Foundation is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations.

WHAT INFORMATION DOES THE FOUNDATION COLLECT?

The Foundation collects and processes a range of information about you this includes:

- Your name, address and contact details including email and telephone number;
- Details of your qualifications, skills, experience, and employment history (with previous employers and/or with the Foundation);
- Information about your nationality and proof of identity (three forms for processing of the required Disclosure and Barring Service (DBS) check);
- Information about your criminal record;
- Photographs and CCTV images captured in our schools;
- Information about health conditions or disabilities for which the Foundation needs to make reasonable adjustments; and
- Equal opportunities, monitoring information, including information about your ethnic origin, sexual orientation and religion or belief.

The Foundation may collect this information in a variety of ways. For example, data is collected through application forms; information obtained from your passport or other identity documents such as your driving licence; from correspondence with you; or other assessments.

In some cases, the Foundation may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

Data will be stored in a range of different places including in your recruitment file, in the Foundation's file management system and in other IT systems (including the Foundation's email system).

WHY DOES THE FOUNDATION PROCESS PERSONNEL DATA?

The Foundation has a legal right and legitimate interest to collect and process personal data relating to volunteers. We process personal data in order to meet the safeguarding requirements set out in our school Safeguarding Policies and Keeping Children Safe in Education. The Foundation uses the data listed above to:

- Establish and maintain effective governance
- Identify you and keep you safe while on the school site
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Provide appropriate access arrangements

Where the Foundation processes personal data captured from CCTV this is for the purposes of safeguarding; for the prevention and detection of crime, and to prevent and detect unlawful acts such as harassment.

Where the Foundation processes other special categories of personal data such as information about ethnic origin, sexual orientation, or religion or belief this is for the purposes of equal opportunities monitoring. This is to carry out its obligations and exercise specific rights in relation to employment and, in particular, under sections 113 and 114 of the Education Act 2005.

WHO HAS ACCESS TO DATA?

Your information may be shared internally, including with members of the HR department, managers in the business area in which you are applying to work and IT staff all of whom have access to your data which is necessary for the performance of their roles.

The Foundation shares your data with third parties in order to obtain references from other employers, and obtain necessary criminal records checks from the Disclosure and Barring Service, where this check is required.

The Foundation will not transfer your data to countries outside the European Economic Area.

HOW DOES THE FOUNDATION PROTECT DATA?

The Foundation takes the security of your data seriously. The Foundation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by its employees in the proper performance of their duties.

For example, HR systems are accessible only to authorised personnel and access is password protected; CCTV images may only be accessed by authorised persons in specified circumstances; and paper records are kept secure in locked cabinets and are accessible only by authorised personnel. IT systems are only accessible by authorised personnel and require a network username and password.

Where the Foundation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

FOR HOW LONG DOES THE FOUNDATION KEEP DATA?

The Foundation will retain personal data securely and as long as it is necessary to keep it, and in line with the Foundation's Records Management and Retention Policy and Schedule., which can be obtained from the Human Resources department.

We have in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

If your volunteer application is unsuccessful, we will dispose of your personal data securely without delay.

EMMANUEL SCHOOLS FOUNDATION

YOUR RIGHTS

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the Foundation to change incorrect or incomplete data;
- Require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of the processing; and
- Object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights please contact the Data Protection Officer ctaylor@esf-mail.org.uk

If you believe the Foundation has not complied with your data protection rights, you may write to the Information Commissioner.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

Failing to provide the data will mean that the Foundation is unable to progress your application and may mean that you cannot volunteer in our schools.

If you do not provide other information when requested to do so, this will hinder the Foundation's ability to administer the rights and obligations arising as a result of the relationship efficiently.

AUTOMATED DECISION MAKING

We may use artificial intelligence or automated systems to support certain processes. Where automated systems are used to make decisions that significantly affect you, we will:

- Inform you that this is happening
- Provide an opportunity for human review
- Allow you to challenge the decision

We will not use automated decision-making to process sensitive information about you (such as health data) unless we meet additional legal requirements.

Volunteer decisions are not based solely on automated decision making.

HOW TO COMPLAIN ABOUT OUR USE OF YOUR DATA

If you have concerns about how we use your personal data, you can make a complaint:

- **Email:** ctaylor@esf-mail.org.uk
- **Online form:** Data Protection Complaint Form located here Policies - Emmanuel Schools Foundation
- **Post:** DPO, Trinity House, Sixth Avenue, Blyth, NE24 2SY

We will acknowledge your complaint within 30 days and keep you informed about our investigation. You also have the right to complain to the Information Commissioner's Office (ICO) at www.ico.org.uk.

EMMANUEL
SCHOOLS FOUNDATION

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, Christine Taylor at ctaylor@esf-mail.org.uk

Should you require any further information the GDPR principles and an explanation of your rights can be found at https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/principles/