

Use of Personal Data

Southway at the Rodillian Academy Limited (“Southway”) uses personal data about the Board of Directors and others who volunteer at Southway. It is the Data Controller for personal information such parties provide to us. This means it decides the purposes which and the manner in which, any personal data relating to those volunteering with Southway is to be processed. This Privacy Notice explains how we collect, store and use personal data about those who are involved in a voluntary capacity with Southway.

The Company Secretary is our Data Protection Officer. Their role is to oversee and monitor our data processing practices. If you have any queries regarding anything in this Privacy Notice, please contact them by email at amarham@rodillianacademy.co.uk or DPO@rodillianacademytrust.co.uk or write to them at

Data Protection Officer
Southway at the Rodillian Academy Limited
The Featherstone Academy
Pontefract Road
Featherstone
Pontefract
West Yorkshire
WF7 5AJ

Why do we need your information?

We process personal data in order to meet the safeguarding requirement set out in UK employment and childcare law including the following:

- Funding Agreements with the Department for Education (“DfE”);
- [Safeguarding Vulnerable Groups Act 2006](#);
- The Guidance “Keeping Children Safe in Education”;
- [The Childcare \(Disqualification\) Regulations 2009](#)

The personal data of those volunteering with Southway is also processed to assist in the running of Southway for the following reasons:

- For safeguarding checks and the right of volunteers to work in the UK;
- To support professional development of volunteers;
- To inform the development of recruitment and retention policies;
- To enable the development of a comprehensive picture of those involved in a voluntary/governance capacity with Southway;
- To assess the quality of the members of Southway Governance and other volunteers;
- To maintain effective Governance
- To comply with the law regarding data sharing;
- To undertake equalities monitoring and to ensure that appropriate access arrangements are in place for volunteers

Accordingly, Southway has a legal requirement and legal interest to collect and process personal data relating to those who volunteer with Southway.

PRIVACY NOTICE – GOVERNANCE & VOLUNTEERS

Information that we collect, process, hold and share includes:

- Personal information (e.g. name, address, email address, phone number, national insurance number);
- Characteristics (e.g. race, gender);
- Special categories of data (e.g. ethnicity);
- Work history (e.g. previous employers, job roles);
- Reference information;
- Education and qualifications;
- Training records and professional memberships;
- Proof of right to work (e.g. copies of documentation);
- Criminal record;
- Results of pre-appointment screening checks (e.g. DBS checks, vetting and due diligence checks);
- Health information (e.g. details of medical conditions);
- Preferred method of contact;
- Role preferences;
- Information about business and pecuniary interests;
- CCTV images;
- Photographs;
- Video recordings (e.g. high quality educational institutional videos and online content)

The Lawful Basis on which we process this Information

- Article 6 1(a) of the United Kingdom General Data Protection Regulation (“[GDPR](#)”) which allows processing with consent for one or more specific purposes
- Article 6 1(c) of the GDPR which allows processing that is necessary to comply with a legal obligation;
- Article 6 1(e) of the GDPR which allows processing that is carried out in the public interest;
- Article 6 1(f) of the GDPR which allows processing that is necessary for the purposes of a legitimate interest;
- Article 9 2(b) of the GDPR which allows the processing of special category data that is necessary for carrying out obligations in the field of social protection law;
- Article 9 2(g) of the GDPR which allows the processing of special category data that is necessary for reasons of substantial public interest;
- Article 9 2(j) of the GDPR which allows the processing of special category data when it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Collecting volunteers’ information

Whilst the majority of information that you provide to us is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, we will inform you when your consent is required. Volunteers personal data may be obtained and processed from third parties where the law requires us to do so.

Storing Information

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Personal data is stored securely in line with our Records Management and Data Protection and Information Governance Policies. In accordance with data protection legislation, it is only retained for as long as necessary to fulfil the purposes for which it was obtained, and not kept indefinitely.

Data Transferred outside the UK

Processors that we use may transfer and hold data outside of the UK. We will ensure that organisations that process personal data on our behalf only transfer data to countries that the UK Government deems as having adequate levels of protection in place and in accordance with UK Data Protection obligations. If a processor is found to be transferring data to a country that does not have adequate protections or to an organisation, then we will terminate our contract or other relationship with them.

Who we share data with

We do not share information about those who volunteer with Southway with anyone without permission unless the law and our policies allow us to do so. Where necessary third parties may process personal information. Where this is required, Southway places data protection requirements on third party processors to ensure data is processed in line with volunteer's privacy rights. We share information with the following:

- Local Authorities
- DfE
- Registrar of Companies
- Education Skills Funding Agency
- Ofsted
- Independent Schools Inspectorate
- HMRC
- Benefits agencies (e.g. Dept. for Work & Pensions)
- Police and courts
- Social Services
- Management Information Systems (e.g. Capita, SIMS, Safeguarding and accident reporting systems)
- Text and Email communication systems
- Recruitment Service Providers
- Providers of visitor management and access control systems
- Providers of online learning resources
- Providers of financial management software
- Providers of suppliers and service providers to the Trust including professional advisers and consultants.
- Photography and design agencies
- Southway's Auditors
- Those that requests references from us

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What are your Rights?

Volunteers have specific rights in relation to the processing of their personal data. You have a legal right to:

- Request access to the personal data that Southway holds;
- Request that your personal data is amended if it is inaccurate or incomplete;

PRIVACY NOTICE – GOVERNANCE & VOLUNTEERS

- Request that your personal data is erased where there is no legal basis for its continued processing;
- Request that the processing of your personal data is restricted;
- Object to your personal data being processed if it is likely to cause, or is causing, damage or distress.

Requests should be submitted to the Data Protection Officer (on the contact details provided). The Trust will consider all requests in line with your legal rights and Southway's legal obligations.

Where the processing of data is based on explicit consent, there is a right to withdraw consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

If you have a concern about the way Southway is collecting or using your personal data, please raise the concern with the Data Protection Officer in the first instance. You can also contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

How the Government uses your data?

We are required to share information about Directors with the Registrar of Companies via Companies House. Further information about how Companies House uses the information of Directors can be found at:

<https://www.gov.uk/government/organisations/companies-house/about/personal-information-charter>.