

Privacy notice for governors and volunteers in our education centres¹

Use of your personal data

Under data protection law, individuals have a right to be informed about how Livability's education centres (Victoria Education Centre and Nash College) use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with our education centres in a voluntary capacity, including governors and volunteers.

We, Livability are called the 'data controller' for the purposes of data protection law.

Livability's data protection officer can be contacted by email at

DataProtection@livability.org.uk

¹ This notice is based on the Department for Education's model privacy notice for parents and carers, amended to reflect the way we use data in our education centres.

The personal data we hold

We process data relating to those volunteering at our education centres. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- Photographs
- CCTV images

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements.

Why we collect and use this information

The purpose of processing this data is to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors’ details
- Facilitate safe recruitment, as part of our safeguarding obligations towards students
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them.

The lawful basis on which we use this information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data – for example, where a government agency requires us to provide specific data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide 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.

How we store this data

Personal data is stored in accordance with our data protection policy and records management policy. We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the education centre. When your relationship with the education centre has ended, we will retain and dispose of your personal information in accordance with our records management policy which takes account of the information and guidance provided in the Information and Records Management Society's toolkit for schools.

Who we share your information with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies (e.g. Department for Education and Ofsted) to meet our legal obligations to share information about governors
- Our local authority to meet our legal obligations to share certain information with it
- Suppliers and service providers to enable them to provide the service we have contracted them for, such as governor/trustee support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts.

Use of your personal information for marketing purposes

Where you have given us consent to do so, the education centre (or our parent organisation, Livability) may send you marketing information by e-mail or text promoting the education centre or the wider organisation events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by clicking on the "unsubscribe" link at the bottom of any such communication, or by contacting our data protection officer.

Your rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the education centre (or our parent organisation, Livability) holds about them. To make a request, or be given access to your child's educational record, you should contact the designated member of staff at the education centre.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you

- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information in an intelligible form.

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you would like to make a request, please contact our data protection officer.

Other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. This includes the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of data protection regulations.

How to access your personal information

Should you wish to exercise these rights, we promise to respond. There will be no charge for this action.

To make a request for your personal information, or be given access to your educational record, you can contact the designated member of staff at your education centre who is your Head.

Or you can contact Livability's Data Protection Officer, and we will respond within 30 days, of receipt of your written or verbal request and confirmed ID. The email address for the Data Protection Officer is:

DataProtection@livability.org.uk

Your ability to edit and/or delete your account information and preferences

The accuracy of your personal information is important to us. You can edit your Livability account information, including your address and contact details and change any of your contact preferences at any time (including telling us that you don't want us to contact you for marketing purposes by telephone or by post) via our web site www.livability.org.uk/changepreferences or via our Supporter Services team (020 7452 2121).

Please provide as much information as possible about the nature of your contact with us to help us locate your records.

Contact, concerns or complaints

If you have a concern or would like to discuss anything in this privacy notice, please contact the designated member of staff at your education centre who is your Head.

If you need to you can contact Livability's data protection officer by email at DataProtection@livability.org.uk.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

To read Livability's full Privacy Statement visit: <http://www.livability.org.uk/privacy>