

# Oak Partnership Trust

## Privacy Notice for Volunteers, Contractors and Suppliers

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### Document Information

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1.0	January 2025	COO	New
2.0	February 2026	COO	Sign information added to data we collect

## Privacy Notice (How we use volunteer, contractor and supplier information)

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

The Oak Partnership is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact' below).

### The personal data we hold about you

The personal data the Trust will collect from you includes the following:

- full name & title
  - address
  - contact information / email
  - experience
  - Disclosure and Barring Service (DBS) checks
  - bank account details for the payment of invoices or reimbursement of expenses
  - information obtained by the schools as part of the contractual hiring process, including references given or received by the schools, CVs or cover letters
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- performance information, including details and outcomes of any disciplinary and/or grievance procedures and/or complaints or other performance matters
- absence from work data
- medical questionnaires and reports and other relevant correspondence relating to medical conditions
- information on our signing-in system such- car number plate, name, company and email
- any other relevant information you wish to provide to us

This is not an exhaustive list.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable), about race, ethnicity, religious beliefs, sexual orientation, health, including any medical conditions.

### CCTV

Where CCTV systems are installed on our premises, these are for the purposes of public, pupil and staff safety, crime prevention and detection. Signs are displayed clearly explaining that CCTV is in operation and providing details of who to contact for further information.

We will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV images will not be released to the media for entertainment purposes or placed on the internet.

Images captured by CCTV will not be kept for longer than necessary. We hold data securely for the set amount of time shown in our data retention schedule.

For more information on our data retention schedule and how we keep your data safe, please see the Data Protection Policy.

### Why we use this data

We collect and use supplier information to:

- appoint you to provide services to TOP schools
  - meet the statutory duties placed upon us
  - to keep our premises safe and secure
  - to contact you directly when you are not on the premises
  - to contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual
  - ensure you remain safe while at TOP schools, including, when necessary the provision of appropriate medical care or preventative action in the event of an emergency, incident or accident
  - enable you to be paid, for such things as expenses, including the use of third-party financial systems (for example, banking facilities, BACS payments)
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- enable tax and national insurance contributions to be deducted appropriately, including onward payment to HMRC
- assess the professional competence of suppliers to carry out the work/services required by the schools
- enable appropriate organisational contact
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- recruit supply agency staff to work in TOP schools
- monitor performance, including monitoring agency staff absences and performance
- allow better financial modelling and planning, research and statistical analysis, including that imposed or provided for by law (such as diversity or gender pay gap analysis and taxation records)
- enable ethnicity and disability monitoring
- provide references to potential future employers
- provide access to and use of the Schools' IT systems and to monitor use thereof, in accordance with TOP's Acceptable Use Policy
- order goods and services, including appropriate insurance and professional advice for TOP
- meet the legal requirements of the Charity Commission and Companies House
- ensure security of the Schools' sites (for example, access passes, issue of access fobs), in accordance with the Schools' use of CCTV
- handling legal disputes and claims
- fraud prevention, security and prevention and detection of crime
- obtain appropriate professional advice and insurance for the Schools.

### Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing volunteer information are:

- *Article 6 (1) (c) Legal obligation*: the processing is necessary for us to comply with the law; we are required to collect information about our volunteers under
    - School Staffing (England) regulations 2009
    - Safeguarding Vulnerable Groups Act 2006
    - The Childcare (Disqualification) Regulations 2009
    - Keeping Children Safe in Education 2016
    - Working Together to Safeguard Children 2015
  - *Article 6 (1) (f) Legitimate interests*: we rely on having a legitimate reason as a Trust to collect and use your personal information, and to comply with our statutory obligations
  - For some data processing where there is no legal obligation, contract or legitimate interest for the Trust to collect and use the data, we will ask for your consent under *Article 6 (1) (a) Consent*: the individual has given clear consent for us to process their personal data for a specific purpose
  - We may also share your information if we need to protect your *vital interests* (or someone else's interest) e.g. in a life or death situation we may share information with healthcare professionals
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### Collecting this information

Personal data is only collected from you. No third parties will be contacted to obtain personal data pertaining to volunteers without your consent. Your personal data may be obtained and processed from third parties where the law requires the Trust to do so, e.g. for the purpose of DBS checks. The categories of data obtained and processed from third parties include:

- DBS
- other places of learning

Where data is obtained from third parties, the personal data originates from the following sources:

- previous employers
- education
- qualifications

### Data sharing

For the most part, personal data collected will remain within the Trust and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

We do not share information about our volunteers with anyone without consent unless the law and our policies allow us to do so.

All volunteers are reminded that the Trust is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns related to child safeguarding that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This may include file notes within the volunteer and safeguarding files, and in some cases referrals to relevant authorities such as the LADO or police. For further information about this, please view the Trust Safeguarding Policy.

### How we store this data

We hold volunteer data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, or reporting requirements. This is likely to be 6 years after you cease volunteering at the school, in line with our retention period for staff files,

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any

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suspected data security breach. We will notify you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

### Your rights

#### How to access personal information we hold about you

Under data protection legislation, you have the right to request access to information about yourself that we hold. To make a request for your personal information, contact the Trust.

#### 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
- tell you who it has been, or will be, shared with

#### Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- say that you don't want it to be used if this would cause, or is causing, harm or distress
- stop it being used to send you marketing materials
- say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- claim compensation if the data protection rules are broken and this harms you in some way
- 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)

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact our Data Protection Officer (see 'Contact').

### Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

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You can also complain to the Information Commissioner's Office in one of the following ways:

- report a concern online at <https://ico.org.uk/concerns/>
- call 0303 123 1113
- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

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