

Privacy Notice – HAB Board members, Trustees, Volunteers and Trust Members

UK General Data Protection Regulations (GDPR) 2018

Westcountry Schools Trust (WeST) is the Data Controller for the purposes of GDPR regulations. Please see Annex A for details of all school and setting sites that are part of WeST.

To run the Trust and help our academies improve outcomes for children and young people, the Westcountry Schools Trust (WeST) collects and uses information about trustees, HAB board members, volunteers and Trust members. In this document the Westcountry Schools Trust is referred to as 'WeST' 'We' or 'Our'. Trustees, HAB board members, volunteers and Trust members are referred to as 'You' or 'Your.'

Much of the information we collect is classed as 'personal data' and our use of it is covered by legislation called the UK General Data Protection Regulation (GDPR) or in the UK the Data Protection Act 2018.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to your information

What information do we collect and use?

We collect many different categories of information which may include but is not limited to:

- Personal details
- Contact details
- Professional details
- Relevant business and pecuniary interests details
- Role application details
- Selection records
- References
- Identity verification records
- Meeting attendance records
- Records of communications
- Records of visits to individual academies

- Photographs of you or images on CCTV – see CCTV policy for specific retention periods.
- Information to identify you in the Trust and its academies
- Records relating to work you do in conjunction with our staff or students

What we use the information for

(some or all reasons will apply)

- To meet the statutory duties placed upon us
- To enable you to work with us
- To maintain a safe environment for our pupils
- To enable you to take part in appropriate training and professional development
- To comply with our legal obligations to share information
- To ensure your health and safety
- To keep you up to date with news about the Trust and its academies

The lawful basis on which we use this information

Under the GDPR the legal basis that we rely on for processing personal information will include but are not limited to:

- Necessary to carry out tasks in the public interest
- To meet a legal obligation
- To protect the vital interests of you or someone else
- Necessary for the performance of a contract with the data subject
- Consent has been obtained

Storing your personal data

The personal data that we collect and process is held electronically within our IT systems or in some instances in manual files that are stored securely. All electronic data is stored on servers based in the UK or within European Economic Area.

WeST holds your data for a set period in line with the recommendations provided by the Information and Records Management Society. Please contact the Data Protection Officer if you would like more information about the retention periods being applied.

Sharing your personal data

At times we will share your personal data with other organisations and individuals. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your specific consent.

We may share personal data with:

- Department for Education as set out in the Academies Financial Handbook
- WeST schools and the WeST Central Services Team

- Approved public service providers (NHS, Police, social services)
- The local authority and LA approved partners (Devon Education Services, Careers South West)
- Our suppliers and service providers (Including but not limited to Microsoft, Google, E4Education, PrimarySite, PS Financials Ltd and ESS (SIMS))

Where we share your personal data with someone who is a supplier or service provider we have made arrangements to risk assess the sharing of any data to ensure that they treat your personal data in a way that meets our high expectations and complies with the requirements of the GDPR.

Requesting access to your personal data

Under GDPR legislation, you have the right to request access to information that we hold about you. To make a subject access request to obtain details of personal information that we hold please send your request to the WeST data protection team, requests can be general or more specific and a response will be made to your request within 1 month. Where a request is considered to be complex we may advise you that an extension to the reporting period is required.

For details of how to submit a subject access request please see the GDPR pages on our website.

www.westst.org.uk

Data subject rights

GDPR legislation states that you have the right to:

- Be informed – this privacy notice gives details of the data held and any data processing undertaken.
- Access – please follow the guidance provided in this privacy notice.
- Rectification – if you think that your data might be incorrect let us know and we can arrange to update our records
- Erasure – we can only hold the data required by law to allow us to complete the tasks we are required to undertake. If you think we are holding additional information that does not inform our legal requirements please let us know.
- Restrict processing – please speak to us if you have any concerns about how your data is being used
- Data portability – in certain circumstances you can ask for data to be passed to other organisations, this right would not be appropriate in an education setting.
- Object – as a member of the school community there are certain legal requirements that the Trust and its individual schools must meet. The right to object to processing may be overridden by these requirements.
- In relation to automated decision making – The Trust and its individual schools do not employ automated decision making to process your data.

If you have a concern about the way we are collecting or using your personal data, we would ask you to raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office (ICO) at: <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

WeST Data Protection Officer: DPO-WeST@westst.org.uk

Or in writing:

Data Protection Officer
Westcountry Schools Trust
51 Encombe Street
Plymstock
PLYMOUTH
PL9 7GN

Document date: March 2023

Annex A

Westcountry Schools Trust Member	Site Address
Callington Community College	Launceston Road, Callington, Cornwall. PL17 7DR
Coombe Dean School	Charnhill Way, Elburton, Plymouth. PL9 8ES
Morley Meadow Primary School	51 Encombe Street , Plymstock, Plymouth. PL9 8TQ
Hele's School	Seymour Road, Plympton, Plymouth. PL7 4LT
Holbeton Primary School	The Square, Holbeton, Devon. PL8 1LT
Ivybridge Community College	Harford Road, Ivybridge, Devon. PL21 0JA
Oreston Community Academy	27 Oreston Road, Plymstock, Plymouth. PL9 7JY
Plymstock School	Church Road, Plymstock, Plymouth. PL9 9AZ
Sherford Vale School	Hercules Road, Sherford, Plymouth. PL9 8FA
Stowford School	Exeter Road, Ivybridge, Devon. PL21 0BG
Wembury Primary School	Knighton Road, Wembury, Plymouth. PL9 0EB
Woodlands Park Primary School	Abbot Road, Ivybridge, Devon. PL21 9TF
Yealmpton Primary School	Stray Park, Yealmpton, Plymouth. PL8 2HF
The Learning Institute	Victoria Beacon Place, Station Approach, Victoria, Roche, Cornwall. PL26 8LG
Boringdon Primary School	Courtland Crescent, Plympton, Plymouth. PL7 4HJ
Chaddlewood Primary School	Hemerdon Heights, Plympton, Plymouth. PL7 2EU
Glen Park Primary School	Glen Road, Plympton, Plymouth. PL7 2DE
Plympton St Maurice Primary School	Plympton Hill, Plympton, Plymouth. PL7 1UB
Woodford Primary School	Litchaton Way, Plympton, Plymouth. PL7 4RR
Ashburton Primary School	Whistley Hill, Ashburton, Newton Abbot. TQ13 7DW
Atrium Studio School	Balland Lane, Ashburton, Devon. TQ13 7EW
Buckfastleigh Primary School	Bossell Road, Buckfastleigh, Devon. TQ11 0DD
South Dartmoor CC	Balland Lane, Ashburton, Devon. TQ13 7EW
Eggbuckland Community College	Westcott Close, Plymouth PL6 5YB
Austin Farm Academy	Delamere Road, Eggbuckland, Plymouth PL6 5XQ
Manor Primary School	Manor Way, Ivybridge PL21 9BG
Ermington Primary School	School Road, Ermington Ivybridge. PL21 9NH
Ugborough Primary School	Ugborough, Ivybridge. PL21 0NJ
Arena Sports Partnership	Callington CC, Launceston Road, Callington, Cornwall. PL17 7DR

Correct at March 2023