



# The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

## Privacy Notice for Volunteers



The Bishop Konstant Catholic Academy Trust,  
St Wilfrid's Catholic High School & Sixth Form College,  
Cutsyke Road, Featherstone, WF7 6BD

**Telephone:** 01924 802285  
**Email:** [admin@bkcat.co.uk](mailto:admin@bkcat.co.uk) **Website:** [www.bkcat.co.uk](http://www.bkcat.co.uk)



## **Privacy Notice for Volunteers**

The Bishop Konstant Catholic Academy Trust (the Trust) is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect, hold, process and share personal data about individuals who work in our academies as a volunteer in accordance with the General Data Protection Regulation (GDPR). It applies to all volunteers. Members, Trustees and Governors are covered in a separate privacy notice.

The Trust is a 'Data Controller' as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and manner in which, your personal data is processed. We have a responsibility to you and will only collect and use this in ways which are compliant with data protection legislation.

### **What information we collect**

The categories of information that we collect, hold, process, and share include the following:

- Personal information of volunteers (such as name, marital status, date of birth, address)
- Application information including copies of references and other information included in a cover letter as part of the application process.
- CCTV footage and other information obtained through electronic means such as visitor management systems

### **Why do we collect your personal data?**

We use volunteer data to:

- Enable us to contact volunteers as appropriate
- Ensure that the volunteers we use are appropriate, as part of our safeguarding obligations towards our pupils/students
- Fulfil our duty of care towards our volunteers
- Ensure appropriate access arrangements can be provided to volunteers that require them

Any personal data that we process about our volunteers is done so in accordance with Article 6 and 9 of GDPR.

### **Who do we obtain your information from?**

Much of the information we process will be obtained directly from your application form. However, we may collect data about you from, but not necessarily limited to, the following organisations:

- The Disclosing and Barring Service



## Who do we share your personal data with?

Your information will only be made available to those who need it to do their job in relation to your role as a volunteer. This includes the relevant administrative staff. We will share your information with the following organisations:

- The Disclosing and Barring Service to conduct necessary checks if applicable

## CCTV

Some of our schools use Closed Circuit Television (CCTV) cameras for the purposes of monitoring our premises and to support any pupil/student behavioural policies. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the Police to assist with crime prevention or in response to a court order.

## How long do we keep your personal data for?

Your information is stored in line with the Trust Records Management Policy & Procedures. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

## What rights do you have over your data?

Under GDPR you have the following rights in relation to the processing of your personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation;
- To request access to your personal data that we hold and to be provided with a copy of it within a Subject Access Request;
- To request that your personal data is amended if inaccurate or incomplete;
- To request that your personal data is erased where there is no compelling reason for its continued processing;
- To request that the processing of your personal data is restricted.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the academy as applicable in the first instance, alternatively please contact:



The Trust Data Protection Officer  
St Wilfrid's Catholic High School & Sixth Form College  
Cutsyke Road  
Featherstone  
WF7 6BD  
Telephone: 01924 802285  
[dpo@bkcat.co.uk](mailto:dpo@bkcat.co.uk)

If we cannot resolve your concerns, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> to register your concerns about the way the Trust has handled your personal data.

### **Monitoring and Review of this Policy**

The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.

**The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 8253770, whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone, WF7 6BD**



## Appendix 2: Definitions

Term	Definition
<b>Personal data</b>	<p>Any information relating to an identified, or identifiable, individual.</p> <p>This may include the individual's:</p> <ul style="list-style-type: none"> <li>• Name (including initials)</li> <li>• Identification number</li> <li>• Location data</li> <li>• Online identifier, such as a username</li> </ul> <p>It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.</p>
<b>Special categories of personal data</b>	<p>Personal data which is more sensitive and so needs more protection, including information about an individual's:</p> <ul style="list-style-type: none"> <li>• Racial or ethnic origin</li> <li>• Political opinions</li> <li>• Religious or philosophical beliefs</li> <li>• Trade union membership</li> <li>• Genetics</li> <li>• Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes</li> <li>• Health – physical or mental</li> <li>• Sex life or sexual orientation</li> </ul>
<b>Processing</b>	<p>Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying.</p> <p>Processing can be automated or manual.</p>
<b>Data subject</b>	<p>The identified or identifiable individual whose personal data is held or processed.</p>
<b>Data controller</b>	<p>A person or organisation that determines the purposes and the means of processing of personal data.</p>
<b>Data processor</b>	<p>A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.</p>
<b>Personal data breach</b>	<p>A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.</p>