



## Volunteers Privacy Notice

This Privacy Notice has been written to inform volunteers (including governors) of High Tunstall College of Science about what we do with your personal information.

### Who are we?

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

The college has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the college is compliant with the UK GDPR and the Data Protection Act 2018 to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer  
Veritau  
West Offices  
Station Rise  
York  
North Yorkshire  
YO1 6GA

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01904 554025



*Please ensure you include the name of your school in all correspondence.*

### What information do we collect and why do we require it?

High Tunstall College of Science may need to assess your suitability for the role. This means that we need to collect information about you in order to facilitate this.

The personal data we collect about you includes:

- Personal identifiers (your name, address, contact details, date of birth etc)
- Personal information relating to your particular role (i.e. if you are a parent governor etc)
- Information relating to the history of your appointment
- Register of business interests
- Race and/or ethnicity may be collected for equality monitoring purposes
- Governance information (i.e. start and end of term, attendance to governor's meetings).

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

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

- The Disclosure and Barring Service,
- The Local Authority.

## **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. This includes the relevant administrative staff.

We will share your information with the following organisations:

- Disclosure and barring service to conduct criminal record checks, if applicable
- Department for Education
- Local Authority – Hartlepool Borough Council.

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

The college will keep your data in line with our Records Management Policy. 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.

## **Do you transfer my data outside of the UK?**

Generally, the information that the college holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area, it will ensure it has extra protection from loss or unauthorised access.

## **What is our lawful basis for processing your personal data?**

The college processes your personal data and special category data based on its legal responsibilities to:

- Safeguard students it has responsibility for,
- Maintain adequate health and safety standards,
- Monitor equality and diversity at our college.

The college relies on Article 6(1)(c) and Article 9(2)(b) of the UK GDPR to process your personal and special category data.

## What rights do you have over your data?

Under the UK GDPR, individuals have the following rights in relation to the processing of their 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 be provided with a copy of it
- 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
- to object to your personal data being processed.

You can exercise any of these rights by contacting: Mr Peter Ireland, Compliance Officer ([PIreland@hightunstall.hartlepool.sch.uk](mailto:PIreland@hightunstall.hartlepool.sch.uk)) at the college.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the college has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[icocasework@ico.org.uk](mailto:icocasework@ico.org.uk) // 0303 123 1113

## Media Copies

Copies of the privacy notice are posted on the High Tunstall College of Science website electronically and are available in hard copy format from the college reception.

## Changes to this notice

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed 11 March 2024.