TENAX SCHOOLS TRUST

Excellence together; transformative education for every child.

Privacy Notice
Volunteers
(how we use your personal information)
v3.0

Under data protection law, individuals have a right to be informed about how the Trust and its schools use any personal data that is held about them. We, the Tenax Schools Trust, comply with this right by providing Privacy Notices to individuals where we are processing their personal data.

The Trust aims to ensure that all personal data is collected, stored and processed in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other relevant legislation. The Tenax Schools Trust is the Data Controller for the purpose of the data protection law and is registered with the Information Commissioner's Office (ICO), the UK's regulatory body.

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

- Personal identifiers such as name, date of birth, address and contact details
- Role details, such as nature of role, start and end dates
- Information about business and pecuniary interests
- Relevant medical information
- Recruitment information, including references and other pre-appointment checks
- Other including photographs, CCTV images captured in school

Why we collect and use this information

The purpose of processing this data is to:

- Meet the statutory duties placed upon us
- Facilitate safer recruitment, as part of our safeguarding obligations
- Ensure that appropriate access arrangements can be provided for volunteers who require them

The lawful basis on which we process 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)

The Trust may also process data for the establishment, exercise or defence of legal claims.

Some of the reasons listed above for collecting and using personal data overlap and there may be several grounds which justify our use of this 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. If there is processing or sharing that relies on consent, we will make this clear to you. Where you have a choice, you may withdraw your consent at any time.

Storing this information

We hold personal data securely for the set amount of time shown in our record retention schedule. For more information on our record retention schedule and how we keep your data safe please refer to our Data Protection Policy and our Records Management Policy which are available on the Tenax Schools Trust website tenaxschoolstrust.co.uk/our-policies

Securing this information

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 suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Sharing this information

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:

- **The Department for Education (DfE)** and other government agencies or regulatory bodies to meet our legal obligations as part of data collections
- **The 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

We may also share personal information with law enforcement or other authorities where required by law, for the prevention and detection of crime, or required to safeguard children, young people or other vulnerable groups.

Your rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to change any information we hold about you that you think is not accurate or complete
- Object to direct marketing
- Withdraw consent for processing or retaining data (where relevant)

Depending on our reason for processing or retaining your data, you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made by automated means
- Object to how the Trust is using your information
- Stop us from using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a

service to you.

If you would like to exercise a right, please contact the Data Protection Officer.

Contact details

If you have any questions or any concern about our data processing, please raise this with our Data Protection Officer in the first instance.

You can contact the Data Protection officer via email at DPO@tenaxschoolstrust.co.uk or write to Data Protection Officer, Tenax Schools Trust c/o Bennett Memorial Diocesan School, Culverden Down, Tunbridge Wells, TN4 9SH.

If you feel we have not used your information in the right way you have the right to complain to the Information Commissioner's Office at https://ico.org.uk/concerns/ or by telephone on 0303 1231113

Changes to this notice

We may need to update this privacy notice periodically. Any modification or amendment to this privacy notice will be applied to you and your data as of that revision date. This version was last updated 1st September 2026.