



## **Privacy Notice – Managing Volunteers**

## Managing Volunteers

Discovery Educational Trust (DET) and its Schools sometimes have volunteers, who come in to support Trust/School activities. DET and its Schools are required to collect some information about volunteers, for example:

- Name and contact details;
- Vetting information;
- Relationship information.

The legal basis for collecting and using this information is consent, but where vetting information is collected, this is on the basis of Legal Obligation. Where DET/its Schools use your information with your consent, you can withdraw your consent at any time by contacting the relevant School Office.

DET and its Schools keep your information whilst you are volunteering at the Trust/School, and retain it for one year after your last support activity.

DET and its Schools also use personal information to:

- help investigate any worries or complaints that you have about you/your child's education;
- keep track of spending;
- check the quality of education delivery; and
- to help with research and planning of new education initiatives.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary, DET/its Schools only do so where it is permitted by law, and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information, please see Section 5 of the DET overarching Privacy Notice.