

# PAT PRIVACY NOTICE – GOVERNORS, TRUSTEES AND OTHER VOLUNTEERS

January 2026

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*Together, creating opportunity  
and aspiration for every child*



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First Version Implemented	Revision Level	Current Version Adopted by Trust	Review Date	Responsible Person
January 2026	V1.0	January 2026	July 2027	DoO

## 1. Introduction

The Priestley Academy Trust is committed to protecting the privacy and security of personal data.

Under data protection law, individuals have a right to be informed about how we use any personal data held about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notice') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with us in a voluntary capacity, including governors, trustees and members, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Priestley Academy Trust is the 'data controller' for the purpose of data protection law. The DPO service is provided by Fusion HR.

## 2. Who we are

Organisation	Address	Email	Phone number	Data Protection Officer
<b>The Priestley Academy Trust</b>	Head Office c/o Green Lane Primary School Green Lane Bradford BD8 8HT	<a href="mailto:info@priestley.academy">info@priestley.academy</a>	01274 009030	<a href="mailto:dpo@feps.co.uk">dpo@feps.co.uk</a>
<b>Atlas Community Primary School</b>	Lincoln Close Manningham Bradford BD8 8DL	<a href="mailto:atlas@priestley.academy">atlas@priestley.academy</a>	01274 495190	<a href="mailto:dpo@feps.co.uk">dpo@feps.co.uk</a>
<b>Green Lane Primary School</b>	Green Lane Manningham Bradford BD8 8HT	<a href="mailto:greenlane@priestley.academy">greenlane@priestley.academy</a>	01274 774644	<a href="mailto:dpo@feps.co.uk">dpo@feps.co.uk</a>
<b>Lilycroft Primary School</b>	Lilycroft Road Manningham Bradford BD9 5AD	<a href="mailto:lilycroft@priestley.academy">lilycroft@priestley.academy</a>	01274 543357	<a href="mailto:dpo@feps.co.uk">dpo@feps.co.uk</a>
<b>Margaret McMillan Primary School</b>	Scotchman Road Heaton Bradford BD9 5DF	<a href="mailto:margaretmcmillan@priestley.academy">margaretmcmillan@priestley.academy</a>	01274 495934	<a href="mailto:dpo@feps.co.uk">dpo@feps.co.uk</a>
<b>Miriam Lord Primary School</b>	Bavaria Place Manningham Bradford BD8 8RG	<a href="mailto:miriamlord@priestley.academy">miriamlord@priestley.academy</a>	01274 496611	<a href="mailto:dpo@feps.co.uk">dpo@feps.co.uk</a>
<b>Westbourne Primary School</b>	Skinner Lane Bradford BD8 7PL	<a href="mailto:westbourne@priestley.academy">westbourne@priestley.academy</a>	01274 483138	<a href="mailto:dpo@feps.co.uk">dpo@feps.co.uk</a>

### 3. The personal data we collect and hold

We collect and process data relating to those volunteering at the Trust or schools. Personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

We may also collect, store and process the following types of more sensitive personal information that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

### 4. Why we collect and process this data

We collect and process this data to support us to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors’, trustees’ and volunteers’ details
- Facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

### 5. Our lawful basis for using and processing this data

We only collect and use personal data about you when the law allows us to. Most commonly, we process it where need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect the individual’s vital interests (or someone else’s interests)

We have legitimate interests in processing the data – for example, where:

- Clerking service providers require information to coordinate meetings and distribute information
- A centralised IT system is used for the coordination of governance activities

- Training providers require information to coordinate training sessions and distribute information (e.g. National College)
- Relevant associations require information to be able to distribute relevant information (e.g. National Governance Association)
- Directly to governors and trustees

Where we have obtained consent to use your data, this consent can be withdrawn at any time. We will make this clear when requesting your consent and explain how your consent can be withdrawn.

Some of the reasons listed above for collecting and using personal information about you overlap and there may be several grounds which justify our use of your data.

## 6. Collecting this information

While the majority of information we collect about you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## 7. How we store this data

We create and maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the Trust.

We ensure appropriate technical and organisational measures are in place to ensure personal data is stored and processed securely.

Data will be stored in a range of different places, including The Trust's network, cloud-based infrastructure and hard copy filing systems.

The Trust's employees who have access to your personal data will respect the confidentiality of that data.

The Trust has internal policies such as a Data Protection Policy and Records Management Policy in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is only accessed by our employees in the proper performance of their duties.

Your data is stored securely in accordance with the Trust's Data Protection Policy. We retain your information only as long as necessary to fulfil the purposes outlined above and in line with legal requirements. When your relationship with us has ended, we will retain and dispose of your personal information in accordance with our Records Management Policy. Our Records Management Policy sets out how long we keep information. This is available on via our website:

[www.priestley.academy/Policies - Priestley](http://www.priestley.academy/Policies - Priestley)

## 8. Data sharing

We will not share your data with anyone without your consent to do so unless required by 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:

- Government departments or agencies – to meet legal obligations to share information about governors, trustees or volunteers
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors or trustees
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor or trustee support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

## 9. Transferring data internationally

Where we transfer personal data to a country or territory outside of the United Kingdom, we will do so in accordance with data protection law.

## 10. Your rights regarding personal data

Under data protection legislation, individuals have a right to make a 'subject access request' to gain access to personal information that we hold about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact please contact our DPO service provider, Fusion HR: [dpo@feps.co.uk](mailto:dpo@feps.co.uk)

## 11. Other rights

Under data protection law, individuals have certain rights regarding how their personal data is issued and kept safe, including the right to:

- Object to the use of personal data if it would cause, or causing damage or distress
- Prevent is being used to send direct marketing

- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

## 12. Responsibilities of governors, trustees and volunteers

We are provided with contact details by governors, trustees and volunteers for the purposes of communication (email addresses, telephone numbers, etc.). Governors, trustees and volunteers should inform us in writing of any changes to these details as soon as possible so that our records can be updated and to minimise the risk of the incorrect distribution of personal data.

## 13. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our DPO service provider, Fusion HR:

[dpo@feps.co.uk](mailto:dpo@feps.co.uk)

Alternatively, you have the right to lodge a complaint with the Information Commissioner's Office:

- Report a concern online at [www.ico.org.uk](http://www.ico.org.uk)
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**The Priestley Academy Trust reserves the right to update this Privacy Notice at any time. Any changes will be posted on our website and, where appropriate, notified to you directly.**