Mosaic Partnership Trust

Privacy Notice (Ref 05MPTPNCV)

Policy Name	Privacy Notice (Job Applicants)
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Policy Author	Andrew Best: CEO MPT
Approved By	Management – Oversight: Audit & Risk Committee
Review Cyle	Annually
Review Date	Term 6, 2027
Trust Board Ratification	Yes

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History of most recent changes

Version	Date	Page	Change	Origin of Change
V1.0	01/06/2024	Whole Document	Adoption by the Mosaic Partnership Trust and Implementation	New Academy Trust requirement of a Privacy Notice – Academy Community Councillors and Volunteers
V1.1	28/08/2026	P7	Updated to include statement in relation to Smart Glasses	In line with Child Protection and Safeguarding Policy
V1.2	3.11.2026	P3 P7	Updated Sharing Data Section Updated Contact details with new address of DPO	In line with our DPO service

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Document Owner and Approval

The Mosaic Partnership Trust is the owner of this document and is responsible for ensuring that this privacy notice document is reviewed in line with Trust's policy review schedule.

Introduction

This privacy notice describes how we collect, store and use personal information about Academy Community Councillors and Volunteers in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

This notice applies to Academy Community Councillors and volunteers.

Who Collects this Information

Mosaic Partnership Trust is a "data controller." This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice with any other policies mentioned within this privacy notice, so that you are aware of how and why we are processing your information, what your rights are under data protection legislation and the procedures we take to protect your personal data.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

Categories of Information We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Education details;
- DBS details;
- Employment details;
- Information about business and pecuniary interests;
- Information acquired as part of your application to become a governor;
- Criminal records information as required by law to enable you to work with children;
- Information about your use of our IT, communications and other systems, and other monitoring information;

- Photographs;
- Images captured by the School's CCTV system;
- Video recordings capture by the School's video conferencing platform;
- Details in references about you that we give to others.

We may also collect, store and use the following more sensitive types of personal information:

- Information about your race or ethnicity, religious or philosophical beliefs
- Information about your health, including any medical conditions.

How We Collect this Information

The majority of the information that we collect from you is mandatory, however 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.

We may collect this information from you directly, or from a number of third-party sources, such as other Academy Community Councillors and volunteers, the DBS, technical networks and so on.

How We Use Your Information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where you have provided your consent;
- Where we need to perform a contract we have entered into with you;
- Where we need to comply with a legal obligation (such as health and safety legislation and under statutory codes of practice);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.

The situations in which we will process your personal information are listed below: -

- To determine appointment and suitability as an Academy Community Councillor;
- To deal with election of Academy Community Councillors;
- To comply with safeguarding obligations;
- To provide details on our website or online databases about Academy Community Councillors;
- To communicate with third parties and other stakeholders to the School;
- For business management and planning purposes (including accounting, budgetary and health and safety purposes);
- For financial purposes (such as expenses);
- To deal with any complaints/investigations as required;
- When you sit on an ACC meeting or panel, name and comments as well as decisions made;
- To send communications in your role as an Academy Community Councillor;
- For education, training and development requirements;
- In order to review governance of the School;
- In order to comply with any legal dispute or any legal obligations;
- In order to comply with regulatory requirements or health and safety obligations;

- To ensure system security, including preventing unauthorised access to our networks;
- To monitor use of our systems to ensure compliance with our IT processes;
- To receive advice from external advisors and consultants;
- To liaise with regulatory bodies (such as the DfE, DBS); and
- Dealing with termination of your appointment;

Further information on the monitoring we undertake in the workplace and how we do this is available in Mosaic Partnership Trust website.

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations (such as to ensure health and safety). Where you have provided us with consent to use your data, you may withdraw this consent at any time.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the UK GDPR as "special category data") requires higher levels of protection and further justification for collecting, storing, and using. We may process this data in the following circumstances: -

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- Where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent.

Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. These include the following:

- Government departments or agencies
- The Local Authority (Wiltshire or South Gloucestershire)
- Governor Hub
- Single Central Record
- Arbor
- Ofsted & SIAMS
- Signing in Systems

- Website(s)
- Suppliers and Service providers
- Professional advisors and consultants
- The Department for Education
- Law enforcement
- Support services
- DBS
- Other schools within the Trust

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the UK and the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available from the Trust Central Office.

You can find further details of our security procedures within our Data Breach policy and our Information Security policy, which can be found on the Mosaic Partnership Trust website.

It is important that you read this notice with any other policies mentioned within this privacy notice, so that you are aware of how and why we are processing your information, what your rights are under data protection legislation and the procedures we take to protect your personal data.

Use of Smart Glasses and Wearable Recording Devices

To protect the safety, privacy, and wellbeing of pupils, staff, visitors, and volunteers, the use of smart glasses or any wearable device capable of recording, transmitting, storing, or capturing images, video, audio, or other data is prohibited on Trust and school premises, during educational activities, and at any Trust-sponsored event unless expressly authorised by the Headteacher or Chief Executive Officer for a specific operational purpose.

This prohibition applies to all pupils, staff, contractors, volunteers, governors, trustees, visitors, and third parties.

Any unauthorised use of smart glasses or wearable recording devices may be treated as a safeguarding, data protection, and/or disciplinary matter and may result in the device being removed from use, further investigation, and appropriate action in accordance with Trust

policies, including safeguarding, acceptable use, staff conduct, behaviour, and data protection policies.

The Trust reserves the right to require individuals to remove or cease using such devices where there is a concern that their use may compromise safeguarding, confidentiality, privacy, or the effective operation of the school.

Exceptions: Reasonable adjustments for individuals with disabilities or medical needs will be considered on a case-by-case basis, subject to appropriate risk assessment and safeguards being implemented. This is subject to the approval of the Headteacher, CEO and the Strategic Lead for Inclusion and SEND.

Your Rights of Access, Correction, Erasure and Restriction

Under certain circumstances, by law you have the right to:

- Access your personal information (commonly known as a "subject access request"). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact Karen Llewellyn – Mosaic Partnership Trust Governance Clerking Professional in writing: karen.llewellyn@mosaicpt.org.uk

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Governance Clerking Professional (the email address is karen.llewellyn@mosaicpt.org.uk). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern

with Karen Llewellyn in the first instance (karen.llewellyn@mosaicpt.org.uk) We will acknowledge your complaint within 30 calendar days, and we will investigate and respond without undue delay. Further information about the way we handle data protection complaints can be found in our Data Protection Policy, available on the trust website – www.mosaicpt.org.uk

For routine HR or employment queries, please contact your Academy HR lead or the Trust HR team.

We have appointed a Data Protection Officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Karen Llewellyn, then you can contact the DPO on the details below: -

Data Protection Officer:	Judicium Consulting Limited
Address:	5th Floor, 98 Theobalds Road, London, WC1X 8WB
Email:	dataservices@judicium.com
Web:	www.judiciumeducation.co.uk

Should you remain dissatisfied with our response, you also have the right to make a complaint to the Information Commission's Office (ICO), the UK supervisory authority for data protection issues.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.