QUEST (A Church of England Schools Trust)

Privacy Notice for Members, Trustees, Local Governors and Volunteers

September 2026

QUEST and its schools are committed to protecting the privacy and security of personal information.

Under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018, you have a right to know how QUEST uses information about you. This notice explains the purposes, lawful bases, sharing, retention and your rights.

This notice covers QUEST members, Trustees (who are company directors), Local Governors (LGB) or local committee members, and other volunteers. The information used depends on your role; not every category or disclosure applies to every volunteer.

QUEST (A Church of England Schools Trust) is the data controller. Our Data Protection Officer is Debra Finch; her contact details are below.

The personal data we collect, process, hold and share

Depending on your role, we collect only information necessary for appointment, safeguarding, governance, administration and applicable public disclosures. This may include:

- Your name, contact details, date of birth, role, appointment and leaving dates, term of office, appointing body and attendance at meetings where applicable.
- References, nomination or application information and suitability checks where relevant to the appointment or volunteer activity.
- Skills, qualifications, training and experience where relevant to the role.
- Employment or professional details relevant to appointment, conflicts of interest or governance duties.
- Business and financial interests, directorships, other trusteeships and governorships, and relevant interests arising from close family relationships, for conflict management and the register of interests.
- Information about enhanced Disclosure and Barring Service (DBS) checks and any relevant section 128 or other suitability checks, where required for the role. Members, trustees and local committee members require an enhanced DBS certificate; a barred list check is relevant only where the individual also engages in regulated activity. Other volunteers are checked according to their duties and safeguarding requirements.
- CCTV images if you visit a site where cameras operate.
- We may also use special category information where necessary and permitted by law, including:
- Ethnicity, religion or belief, sexual orientation or other equality information, only where collected for a defined, lawful purpose.
- Health or disability information needed to make access arrangements or support participation in the role.

Criminal offence and DBS information has separate legal safeguards and is not itself an Article 9 special category. Information is held in authorised governance, company, volunteer and safeguarding records, and relevant Trust IT systems (including email). Access is restricted by role.

Where we obtain information

We usually receive information from you, an appointing or nominating body, referees, other schools or organisations, the DBS or checking provider, DfE, Companies House or other public registers where relevant. Where we obtain information from someone else, we provide the required privacy information within the applicable time unless a legal exception applies.

Why we collect and use this data

We use information as necessary to:

- Appoint and support members, trustees, local governors and volunteers; organise meetings, training, communications, governance records and decisions;
- Meet company, charity, education and academy trust requirements for governance records and disclosures, including relevant entries on GIAS, Companies House and the Trust website. From 1 October 2026, the Academy Trust Handbook 2026 specifies register of interests, website governance and attendance disclosures.
- Carry out proportionate safeguarding, DBS and suitability checks required for the specific role or activity;
- Monitor equality of opportunity only where QUEST has a defined purpose and an applicable basis and special category condition;
- Provide reasonable access arrangements, manage conflicts of interest, secure sites and systems, and establish or defend legal claims where necessary.

Our lawful bases for using this data

We identify a UK GDPR Article 6 lawful basis for each purpose. The principal bases are:

- Legal obligation - for required company, charity, education, governance, safeguarding and public reporting duties, including relevant GIAS and statutory register requirements;
- Public task - where processing is necessary for a legally grounded education or governance function carried out in the public interest.
- Other bases are used only where relevant to a particular purpose:
- Consent - for a genuinely optional, specific use where freely given and withdrawable, such as optional publicity. Consent is not the general basis for statutory governance disclosure.

Sensitive and criminal offence information

For special category information we identify an additional Article 9 condition, such as substantial public interest with the relevant Data Protection Act 2018 Schedule 1 condition, or legal claims, where applicable. Criminal offence and DBS information requires official authority or an applicable Schedule 1 condition under Article 10.

Where we rely on consent for a specific optional use, you may withdraw it at any time by contacting the Data Protection Officer. Withdrawal does not affect earlier lawful processing.

Each use must have a documented purpose and lawful basis; different uses of the same information may have different bases.

Collecting this information

Some information is required for a particular appointment or by law, such as identity, eligibility, DBS and relevant interests information for governance roles. Other information, such as optional equality monitoring, may be voluntary.

We will tell you when information is required and what will happen if you do not provide it. Without information needed for an appointment, a statutory disclosure or a safeguarding check, you may be unable to take up or continue the relevant role.

Please tell QUEST if your contact details, interests or other relevant information change so that records and public disclosures remain accurate.

How we store this data

We keep records securely in authorised systems and limit access to those who need it. Our retention schedule governs disposal.

We 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 retain records only for as long as necessary for governance, statutory, safeguarding, legal and operational purposes. Different periods apply to applications, appointment and meeting records, registers of interests, DBS information, CCTV and volunteer files.

Data sharing
We share information only where necessary and lawful for the purposes in this notice. Statutory governance and safeguarding disclosures do not generally depend on consent; we seek consent for a genuinely optional disclosure where consent is the appropriate basis.
Depending on the role and circumstances, recipients may include:

- DfE and its Get Information about Schools (GIAS) service, Companies House, the Charity Commission or other statutory bodies where information about governance roles must be supplied or made public. We also publish required governance details, attendance and relevant interests on the Trust website.
- The local authority or safeguarding partners where a particular disclosure is required or lawful for safeguarding or governance purposes;
- Suppliers that process data for QUEST, including governance systems such as Governor Hub, IT, email and security providers.
- Professional advisers, auditors and insurers where needed for governance, compliance or claims;
- Appointing, nominating or recruiting organisations where relevant to the role; and
- Police, courts, tribunals or other authorities where required or otherwise lawfully justified.

Transferring data internationally
If a supplier or recipient can access or receive personal information outside the UK, we check whether this is a restricted transfer and use UK adequacy regulations, appropriate safeguards or another lawful route where required. You can ask our Data Protection Officer for details and a copy of relevant safeguards.

How to access the personal information we hold about you
You can request access to your personal information from Debra Finch, our Data Protection Officer, at d.finch@quest-trust.org.uk or the postal address below. You do not need a particular form or wording to make a subject access request.

Your other rights regarding your data
Your rights depend on the purpose and lawful basis. They include access, correction of inaccurate information, and, where applicable, erasure, restriction, portability, objection and withdrawal of consent.

- You may object to processing based on public task or legitimate interests; we will assess your objection under the applicable legal test. The right to object to direct marketing is absolute if that use occurs.
- You may ask us to correct inaccurate information or, in relevant circumstances, erase or restrict its use. These rights are not absolute where records must be retained for legal or governance purposes.
- You have protections in relation to solely automated decisions, including profiling, that have legal or similarly significant effects.
- Portability applies only in specified circumstances, including certain automated processing based on consent or contract.
- You may seek a remedy or compensation through the applicable legal routes where data protection law has been breached.

To exercise any of these rights, please contact our Data Protection Officer.

Right to withdraw consent
Where we rely on your consent for a specific optional use, you can withdraw it at any time by contacting the Data Protection Officer. It must be as easy to withdraw as to give.

To withdraw your consent, please contact our Data Protection Officer.
Withdrawal does not affect the lawfulness of earlier processing. If another lawful basis applies to a genuinely separate purpose, we will explain that use; we will not simply switch bases to continue the same consent-based use.

Complaints
You can make a data protection complaint to Debra Finch using the contact details below. QUEST will acknowledge receipt within 30 days, make appropriate enquiries without undue delay, keep you informed and tell you the outcome. You may also complain to the Information Commissioner's Office (ICO) at any time; you do not need to complain to QUEST first.
ICO complaints information: https://ico.org.uk/make-a-complaint/ or 0303 123 1113.

Contact us

For questions, requests or complaints, contact Debra Finch, Data Protection Officer, at d.finch@quest-trust.org.uk or QUEST Training Centre, 682 Atherton Road, Hindley Green, Wigan, WN2 4SQ.

Last Reviewed	Changes Recorded	Date
September 2026	Governance notice revised	28.09.26