

Privacy Notice: How we use school volunteer information

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

- Personal information (such as name, address and contact details)
- DBS clearance
- Any access or medical needs

We collect and use this information to:

- Enable individuals to be treated for medical purposes
- To enable volunteers to be able to access the site safely
- To ensure adults are safe to volunteer in schools
- Communicate with volunteers

The lawful basis on which we process this information

We process this information under article 6 of the GDPR in respect of public task and from Article 9 where data processed is special category data from the GDPR from 25 May 2018

Collecting volunteer information

Whilst the majority of information you provide to us is mandatory, some such as access needs is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide the school with certain information or if you have a choice in this.

Storing workforce information

We hold volunteer data for the length of time prescribed the information management toolkit adopted by our school

With whom and why we would share this information:

We do not share information without consent and only with appropriate emergency services.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school office.

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

The Headteacher