



**HETHERSETT VC PRIMARY SCHOOL**

**DATA PRIVACY NOTICE**

**VOLUNTEERS**

Version	Updated information	Updated by	Date updated
1.0	Document uploaded to SharePoint and School Website	JM	Oct 22
1.1	Document review	JM	Oct 24

## **Privacy notice – how the school uses volunteers' information**

### **What categories of information are processed?**

The categories of personal information that we process include the following:

- Personal information – e.g. name, phone number, address
- Characteristics information – e.g. gender, age, ethnicity
- Employment information – e.g. employment history, employment checks

This list is not exhaustive – to access the current list of categories of information the school processes, please ask to see the school's Data Asset Register.

### **Why do we collect and use your information?**

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the volunteer workforce and how it is deployed
- To manage how we deploy our volunteer workforce
- To keep pupils safe

Our legal basis for collecting and using this information is consent, but where we collect vetting information, this is on the basis of our legal obligation. Where we are using your information with your consent, you can withdraw your consent at any time by contacting the school.

### **How do we collect your information?**

We collect your personal information via the following methods:

- Volunteer application forms
- Medication/health declaration forms

Volunteers' data is essential for the school's operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

### **How do we store your information?**

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties who are processing personal data on our behalf will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. 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. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Who do we share your information with?**

We routinely share your information with:

- The DfE

### **Why do we share your information?**

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

### **Sharing with the DfE**

We share information about volunteers with the DfE to meet legal obligations to share certain information, in accordance with the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

### **What are your rights?**

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we hold about you, please contact [nicola@schoolsdpd.com](mailto:nicola@schoolsdpd.com)

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns>.

## **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO, [nicola@schoolsdp.com](mailto:nicola@schoolsdp.com)

## **Updating this privacy notice**

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 08 October 2024.

## **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact [nicola@schoolsdp.com](mailto:nicola@schoolsdp.com)

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <https://www.hethersettvcprimary.co.uk/>, the Gov.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>)