West Pennard C of E Primary School

Privacy Notice
Volunteers

January 2025

Tony Wheat
Headteacher

Sylvia Smith
Chair of Governors

Ratified by: ..... Date: .....
Chair of Governors

Review date: January 2027

WEST PENNARD C OF E PRIMARY SCHOOL

Privacy Notice
Volunteers

Our school vision…

'Since God so loved us, so we must love one another'
(1 John 4 v11)

Valuing our Christian foundation, we care for each other and our world.
We develop resilience, confidence, creativity and independence through our innovative and diverse curriculum; inspiring and motivating everyone to thrive.
Our motto, 'To Try is to Triumph' and growing Christian Values, are central to all that we do.

We link this policy with our Christian values of:

Truthfulness
Compassion
Friendship
Thankfulness
Respect
Forgiveness

Privacy Notice (How we use applicant information)

This Privacy Notice has been written to inform prospective employees of West Pennard School about what we do with your personal information.

Privacy Notice (How we use volunteer information)

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

West Pennard School is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact' below).

The personal data we hold about you

The personal data the School will collect from volunteers includes the following:

- full name & title
- address
- contact information / email
- experience
- Disclosure and Barring Service (DBS) checks
- any other relevant information you wish to provide to us
- social media searches

Why we use this data

We use your data for completing DBS checks; assessing your suitability for the role of volunteer; adding data to the Single Central Record; and retaining contact information in case we need to get in touch with you.

Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing volunteer information are:

- *Article 6 (1) (c) Legal obligation*: the processing is necessary for us to comply with the law; we are required to collect information about our volunteers under
    - School Staffing (England) regulations 2009
    - Safeguarding Vulnerable Groups Act 2006
    - The Childcare (Disqualification) Regulations 2009

- Keeping Children Safe in Education 2016
- Working Together to Safeguard Children 2015

- *Article 6 (1) (f) Legitimate interests*: we rely on having a legitimate reason as a school to collect and use your personal information, and to comply with our statutory obligations
- For some data processing where there is no legal obligation, contract or legitimate interest for the School to collect and use the data, we will ask for your consent under *Article 6 (1) (a) Consent:* the individual has given clear consent for us to process their personal data for a specific purpose
- We may also share your information if we need to protect your *vital interests* (or someone else's interest) e.g. in a life or death situation we may share information with healthcare professionals

Collecting this information

Personal data is only collected from you. No third parties will be contacted to obtain personal data pertaining to volunteers without your consent. Your personal data may be obtained and processed from third parties where the law requires the School to do so, e.g. for the purpose of DBS checks. The categories of data obtained and processed from third parties include:

- DBS
- other places of learning
  - social media searches

Where data is obtained from third parties, the personal data originates from the following sources:

- previous employers
- education
- qualifications

Data sharing

For the most part, personal data collected will remain within the School and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

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

All volunteers are reminded that the School is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns related to child safeguarding that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This may include file notes within the volunteer and safeguarding files, and in some cases referrals to relevant authorities such as the LADO or police. For further information about this, please view the School's Safeguarding Policy.

International transfers of personal data

We have audited where we store all the personal data processed in the School and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the School.

How we store this data

We hold volunteer data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, or reporting requirements. This is likely to be 6 years after you cease volunteering at the school, in line with our retention period for staff files,

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

Your rights

How to access personal information we hold about you

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

If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- explain where we got it from
- tell you who it has been, or will be, shared with

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- say that you don't want it to be used if this would cause, or is causing, harm or distress
- stop it being used to send you marketing materials
- say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- claim compensation if the data protection rules are broken and this harms you in some way
- let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact our Data Protection Officer (see 'Contact').

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- report a concern online at https://ico.org.uk/concerns/
- call 0303 123 1113
- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: dposchools@somerset.gov.uk

Last updated September 2024