



Sparsholt C of E Primary School – PRIVACY NOTICE For Volunteers

How we use personal information

This privacy notice explains how Sparsholt C of E Primary School collect, store and use personal data about individuals working with the school in a voluntary capacity.

When we do so we are regulated under the UK General Data Protection Regulation and we are responsible as ‘controller’ of that personal information for the purposes of those laws. Our Data Protection Officer is Mrs Kate Morey.

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details (such as name, address, phone number, email address, emergency contact)
- Date of birth, proof of identity
- Relevant references and signed documentation
- Criminal records certificate (Disclosure & Barring Service)

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- Criminal offence data
- Disability and access requirements

Why we use this data

The purpose of processing this data is to support the school to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring

If your application is successful, Sparsholt C of E Primary School will:

- use your contact details to contact you in relation to voluntary activities and matters such as training
- will ask you to provide emergency contact details which will be used in case of emergency
- retain your personal information until 6 months from the date you finish volunteering

If your application is unsuccessful, Sparsholt C of E Primary School will:

- retain your personal information for 6 months after the date you were notified of the decision.

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this (requesting consent). Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

Sparsholt C of E Primary School will keep your personal information stored securely. We hold volunteer data in accordance with our retention schedule:

<i>Description of personal data</i>	<i>What is it used for?</i>	<i>What is the legal basis for it?</i>	<i>How long is it kept?</i>
<i>Volunteer name, address, DOB, contact details, DBS certificate number & date</i> <i>Training Records</i>	<i>Volunteering in school</i>	<i>Compliance with a legal obligation</i> <i>Carry out a task in the public interest</i>	<i>DBS certificate copy kept for up to 6 months.</i> <i>Personal information retained until 6 months from the date you finish volunteering.</i>

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our retention schedule.

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- comply with a legal obligation
- carry out a task in the public interest

The legal basis for us to use your special category data and any criminal offence data is that it is necessary for

- reasons of substantial public interest

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Data sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with

- Hampshire CC Disclosure and Barring Service

Data collection requirements:

To find out more about the data collection requirements placed on us by the Information commissioners' office go to <https://ico.org.uk/>

Requesting access to your personal data

Under data protection legislation, volunteers have the right to request access to information about them that we hold. To make a request for your personal information, contact: Mrs Kate Morey, Sparsholt C of E Primary School, Woodman Lane, Sparsholt Winchester SO21 2NR, dpo@sparsholt.hants.sch.uk

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

Contact:

If you would like to discuss anything in this privacy notice, please contact Mrs Kate Morey, Sparsholt C of E Primary School, Woodman Lane, Sparsholt Winchester SO21 2NR - email dpo@sparsholt.hants.sch.uk