



## Privacy Notice (How we use school volunteer's information)

We process personal data relating to those who volunteer at the school. This is to assist in the running of the school and to ensure that statutory Safeguarding checks have taken place.

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

- Personal information (such as name, title, address, gender, age,)
- Copies of identification documents
- Contact details
- Attendance information
- Photos
- DBS and List 99 information
- Car registration

Information the school collects has been identified in the 'Information Audit' document, which can be accessed on the schools website. If there is any reason that the school is holding information, which has been omitted from the document, then the school will update the document immediately they are aware it.

## Why we collect and use this information

We use this data to:

- to contact volunteers regarding school issues
- to ensure statutory safeguarding checks can be completed
- to maintain accounts and records
- to support or provide training
- to comply with the law regarding data sharing
- enable the development of a comprehensive picture of the school
- to meet requirements regarding publication of Governor data

## The lawful basis on which we process this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR).



The condition for processing under the GDPR will be:

## Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
  - (c) Processing is necessary for compliance with a **legal obligation** to which the controller is subject;
  - (e) processing is necessary for the performance of a task carried out in the **public interest** or in the exercise of official authority vested in the controller;

## Article 9(2)

(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
  - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Further information regarding data collection can be found in the Education Act 1996 within guide documents on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it 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 certain school workforce information to us or if you have a choice in this.



## Storing this information

We hold volunteer data while they are volunteering at the school and information required on the Single Central Record will be held for 25 years following the termination of the voluntary work.

Any other data required for legal purpose (and compliance with Ofsted audits of the school) will remain on file and archived.

## Who we share this information with

We may share this information with the following:

- The local authority
- The Department for Education (DfE) and central government
- Training bodies
- School staff and boards
- School website
- Organisations with a contract to support the school

## Why we share school workforce information

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

## 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:

Jodie Matthews, Head Teacher, Data Protection Controller

You 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
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>



JOHN HELLINS PRIMARY SCHOOL

*Being the best we can be*

## Further information

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

Jodie Matthews, Head Teacher, Data Protection Controller

Ruth Hawker, Data Protection Officer

Plumsun Ltd [www.plumsun.com](http://www.plumsun.com)

