



St. Nicholas C of E Primary School

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Privacy Notice for volunteers (updated August 2022)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to these individuals.

This privacy notice is to help you, our volunteers, understand how and why we collect your personal information and what we do with it. It also explains the decisions that you can make about your own information.

St Nicholas C of E Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to volunteers at the school is to be processed. There are several ways you can contact us which are all listed at the top of this privacy notice.

Our Data Protection Officer is Miss Rachel Younger. You can contact her at dpo@st-nicholas.blackpool.sch.uk or via the school office.

What types of information are collected?

We currently collect and process the following types of information about our volunteers:

- Personal information (such as name and address)
- Information relating to safer recruitment checks (such as DBS and prohibition checks, references)
- Information relating to previous employment and/or voluntary work experience, qualifications and training
- Records and outcomes of any complaints or other performance issues
- Health and safety related incidents and reports related to you
- CCTV footage
- Telephone calls made and received on the school's telephone system

We may also collect the following special category data about our volunteers, where relevant:

- Information regarding health conditions / disabilities and associated reasonable adjustments

How do we collect your information?

Most of the personal information we process is provided to us directly by you through a range of channels, including: your application form, ID provided for the DBS disclosure, etc.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if you have a choice. If you have given us information on a voluntary basis, you have the right at any point to request that this information is deleted from our records.

We also receive personal information about you from the DBS when we have carried out your DBS disclosure at the start of your placement; and through technical systems such as our computer networks, CCTV, telephone recording system and sign-in software.

Why do we collect and use your information?

We collect and use your information to:

- Facilitate safer recruitment of volunteers, as part of our safeguarding obligations to pupils
- Ensure the safety of pupils and other people present on school premises
- Fulfil and monitor our legal responsibilities under health and safety legislation
- Contact you directly when you are not on the premises
- Contact others known to you, where you have provided their information, in cases where it would be reasonable for us to do so

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations and we may not be able to accept you as a volunteer.

What is the lawful basis for processing this information?

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a) Your consent
- c) We have a legal obligation
- e) We need it to perform a public task

When we process the special category data listed on the first page of this privacy notice our lawful basis for doing so under Article 6 of the UK GDPR is your consent, and under Article 9 that we have your explicit consent to process this information for one or more specified purposes.

The processing of criminal offence data relating to volunteers is carried out by the school “under the control of official authority” according to The School Staffing (England) Regulations 2009.

Will your information be shared?

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

Where it is legally required, or necessary for the efficient running of the school, we may share personal information about you with:

- Our local authority, Blackpool Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education (DfE)
- The Diocese of Blackburn Board of Education
- Police force, courts, tribunals

How is your data stored and how long for?

We have put in place measures to protect the security of your information. 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.

In accordance with the UK GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected and/or to comply with relevant legislation or statutory guidance.

Our retention schedule sets out details of how long we keep information about volunteers. You can read this on our website via this link: [Data Protection & Information Management | St Nicholas Church of England Primary School \(st-nicholas-blackpool.org.uk\)](https://www.st-nicholas-blackpool.org.uk/Data-Protection-&Information-Management)

We dispose of your personal data securely when we no longer need it.

What are my rights?

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

You have the right to:

- Ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process.
- Ask us to rectify information you think is inaccurate; you also have the right to ask us to complete information you think is incomplete. This right always applies.
- Ask us to erase your personal information. This right applies in certain circumstances.
- Ask us to restrict our processing of your personal data. This right applies in certain circumstances.
- Object to our use of your personal data. This right applies in certain circumstances.

Concerns and complaints

As a school, we hope that we are open and transparent about data. We must do this whilst protecting individuals and their right for their data to be held securely. We take any complaints about our use of personal information very seriously.

If you have any concern or complaint about the way we are collecting or using your personal data, please raise this with the school in the first instance.

To make a complaint, please contact our Data Protection Officer via the school office or by emailing dpo@st-nicholas.blackpool.sch.uk

You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>