



St. Nicholas C of E Primary School

School Road, Marton Moss, Blackpool, FY4 5DS

Tel: 01253 966150 email: admin@st-nicholas.blackpool.sch.uk
www.st-nicholas-blackpool.org.uk Headteacher: Miss C Taylor, BA QTS, NPQH



Privacy Notice for volunteers

Who processes your 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 members of the school's voluntary workers is to be processed. There are several ways you can contact us which are all listed at the top of this privacy notice.

In some cases, your data will be outsourced to a third-party processor. However, this will only be done with your consent, unless the law requires or allows the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that St Nicholas C of E Primary School upholds are imposed on the processor.

Our Data Protection Officer is Miss Rachel Younger. You can contact her at dpo@st-nicholas.blackpool.sch.uk or via our postal address which is at the top of this privacy notice. Please mark the envelope 'Data Protection Officer'.

Why do we collect and use your information?

We collect and use your information to:

- Facilitate safe 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

We consider the processing of your personal data for these purposes to be necessary:

- To comply with our legal obligations (for example, to comply with health and safety laws)
- For the performance of tasks we carry out in the public interest (for example, safeguarding children)

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations (such as to ensure the health and safety of people on our premises) and we may not be able to accept you as a volunteer.

Which data is collected?

The categories of volunteer information that we collect, hold and share include:

- 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
- Information regarding disabilities and associated reasonable adjustments
- Health and safety related incidents and reports related to you
- CCTV footage

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.

How long is your data stored for?

Personal data relating to volunteers at St Nicholas C of E Primary School is stored in line with the school's retention schedule.

In accordance with the 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.

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.

We use data processors who are third parties who provide elements of our services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

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 the school office using the contact details at the top of this privacy notice.

You also have the right to:

- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- request that we 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/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with the school's Data Protection Officer in the first instance. You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>