



### **1. How we use volunteers' information**

Data protection legislation gives those volunteering with the school the right to be informed about what personal data is held on them, how that data is used, who it is shared with and how long it is retained. This privacy notice provides this information, in general terms, in relation to information held on volunteers, as well as the lawful basis under which it is collected and retained.

If after reading this notice you have any questions relating to the data we hold or how we use it, please contact our Data Protection Officer, whose contact details are listed at the end of this notice.

Bow Community Primary School is the Data Controller in charge of the data.

### **2. The categories of information that we process include:**

- Personal identifiers (such as names and date of birth)
- Contact details (such as address and telephone numbers)
- Information on any special requirements or health conditions
- Information related to availability and the reasons for periods of unavailability

### **3. Why we collect and use volunteers' information**

Most personal data collected is essential in order for the school to fulfil its official functions and to meet legal requirements. However, we may occasionally also seek consent to collect other personal data. We collect and use volunteers' information, for the following purposes:

- To assess your suitability for volunteering with the school
- To assess your availability for specific activities and events
- To carry out our legal duties (for example, to ensure health and safety)
- To enable appropriate checks to be completed including for safeguarding
- To enable appropriate access arrangements to be provided for volunteers who require them
- To inform volunteers of relevant information
- To inform relevant authorities/organisations in accordance with our obligations.

### **4. The lawful basis on which we process this information**

We only collect and use volunteers' personal data when the law allows us to do so. Most personal data collected is essential in order for the school to fulfil its official functions and to meet the statutory duties placed upon it.

We may process volunteers' personal data under the following lawful bases:

- Processing is necessary to perform a task in the public interest or for our official functions and the task has a clear basis in law
- We have obtained the data subject's consent to use it in a certain way
- Processing is necessary to comply with our legal obligations

- We need to protect someone's vital interests.

Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using volunteers' personal data may overlap and there may be several grounds which justify our use of particular data.

If we need to process any special category data under Article 9 of the UK General Data Protection Regulation (UK GDPR) which is of a more sensitive nature, we will only do so if we have a lawful basis to do so under Paragraph 2 of Article 9 of the UK GDPR.

## **5. Storing information**

We hold data relating to volunteers for as long as they wish to volunteer with the school unless there is a legal obligation to retain information beyond that time. The data will be retained and disposed of in line with our Retention & Disposal Policy.

Data is held securely in accordance with our Data Protection Policy and Information Security Policy. These include strong organisational and technical measures and these policies are regularly reviewed. For more information on our data retention schedule and how we keep your data safe, please contact the Data Protection Officer whose details are at the end of this notice.

## **6. Who we share volunteers' information with**

We do not share information about volunteers with anyone without consent unless the law and our policies allow us to do so. Your information may be shared with school staff, including those responsible for HR, health and safety and insurances. Only appropriate information that is essential to the task will be revealed and we will have regard to confidentiality at all times.

We may have to share your data with third parties where necessary who may be party to confidential discussions related to an individual.

Organisations we may share information with include:

- The Department for Education (DfE)
- Our local authority
- The Disclosure and Barring Service

To support NHS Test and Trace (which is part of the Department for Health and Social Care) we may share with them volunteer names, contact telephone numbers and possibly the dates when they have been present at the school. We will only share information with NHS Test and Trace if it is specifically requested by them.

If this information is requested by the NHS Test and Trace service, the service would at that point itself become responsible for compliance with data protection legislation regarding that data. As part of safeguarding your personal data, NHS Test and Trace has in place technical, organisational and administrative security measures to protect your personal information in order to protect it from loss, misuse, unauthorised access, disclosure, alteration and destruction. NHS Test and Trace will not disclose your information to any third party unless required to do so by law (for example, as a result of receiving a court order).

We require third parties to respect the security of your data and treat it in accordance with the law. All our third party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **7. Requesting access to your personal data**

Under data protection legislation, you have the right to request access to personal information that we hold about you by making a Subject Access Request. If you make a Subject Access Request and we do hold information about you, we will:

- Give you a description of the information held
- Tell you why we are processing it and for how long we will keep it
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You also have the right to:

- Object to processing of personal data if it is likely to cause, or is causing, damage or distress
- Prevent processing of your personal for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances: have personal data erased or destroyed, restrict the processing of data, have inaccurate personal data rectified and have personal information transmitted electronically to another organisation
- Seek redress, either through the Information Commissioner's Office, or through the courts

If you would like to make a Subject Access Request or exercise another of the above rights, please contact Bow Community Primary School.

## **8. Withdrawal of consent**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, please let us know by contacting Bow Community Primary School.

## **9. Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer (see Contact below).

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **10. Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 4<sup>th</sup> October 2021.

## **11. 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 (DPO):

Alvin Scott (DPO)  
Coplestone Primary School  
Bewsley Hill  
Coplestone  
Crediton  
Devon  
EX17 5NX

Email: [dpo@devonmoorsfederation.devon.sch.uk](mailto:dpo@devonmoorsfederation.devon.sch.uk)