



## Privacy notice – how the school uses volunteers' information

### What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, phone number, address
- DBS numbers

This list is not exhaustive – to access the current list of information the school processes, please see the school's Data Asset Register which can be found in the school office.

### Why do we collect and use your information?

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the volunteer workforce and how it is deployed
- To keep pupils safe

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of keeping pupils safe, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.

### How do we collect your information?

We collect your personal information via the following methods:

- DBS application details
- Governor applications and recruitment processed

Whilst most information you provide to us is mandatory, some of it is 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.

## **How do we store your information?**

Your personal information is retained in line with the school's Records and Retention Management Policy, which can be found on the school website.

For more information about how we securely store your information, please see the school's Data and E-Security Breach Prevention and Management Plan.

## **Who do we share your information with and why?**

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, we may share your information with the following:

- The DfE – to meet legal obligations to share certain information, in accordance with the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

## **What are your rights?**

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- 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.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the Information Commissioner's Office (ICO) or the courts.

If you want to request access to the personal information we hold about you, please contact Jayne Narraway, our Data Protection Officer (DPO), at [newchurch\\_primary@sch.warrington.gov.uk](mailto:newchurch_primary@sch.warrington.gov.uk) or telephone 01925 763427.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

### **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO, Jayne Narraway, on 01925 763427.

### **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact Jayne Narraway (DPO) on 01925 763427.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <https://newchurch-primary.eschools.co.uk/website> the Gov.UK website, or download our Data Protection Policy and Records and Retention Management Policy from the school website.



## Declaration

I \_\_\_\_\_, declare that I understand:

- The categories of my personal information the school collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school may share my information with the stated organisations.
- The school will not share information about me with anyone without my consent, unless the law and our policies allow us to do so.
- My information is retained in line with the school's Records and Retention Management Policy.
- My rights to the processing of my personal information.

**Name of volunteer:**

**Signature of volunteer:**

**Date:**