



Privacy Notice for volunteers

North Primary School and Nursery is the Data Controller for the use of personal data in this privacy notice.

Data processors support this activity through the provision of systems.

The Data Controller's Data Protection Officer is Adele Jennings, Governor. Email dpo@north.essex.sch.uk.

We sometimes have volunteers who come in to support our school activities. To enable us to accept volunteers in school we are required to collect some information about them.

The categories information that we process include:

- personal identifiers and contacts (such as name, date of birth, address, national insurance number and contact details)
- Vetting information
- Relationship to school pupils/staff information
- References from previous employers, for engagement suitability, safeguarding, qualifications or prohibition checks.

Why we collect and use information

Our legal basis for collecting and using this information is consent, but where we collect vetting information this is on the basis of our Legal Obligation. Where we are using your information with your consent, you can withdraw your consent at any time by contacting the school.

We will keep your information whilst you are volunteering at the school, and retain for one year after your last support activity.

Collecting information

We collect personal information from individuals via a volunteer application form and from references and vetting checks.

Storing information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Protection Policy on the school website.

Who might we share your data with

We routinely share this information with:

- Education providers – Vetting Service

- Prospective employers (references)

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 Data Protection Officer via the school office.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to 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 us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school Office Manager.

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 in April 2024

Contact

If you would like to discuss anything in this privacy notice, please contact the Headteacher.