



# *Privacy Notice: Volunteers*



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## Introduction

Under data protection legislation, individuals have a right to be informed about how Ecclesfield and Coit Primary Schools uses any personal data that we hold about them. We comply with this right by providing privacy notices (sometimes called fair processing notices) to individuals when we process their personal data.

This privacy notice explains how and why we collect, store, and use personal data about our Volunteers.

We, Ecclesfield and Coit Primary Schools, are the 'data controller' for the purposes of data protection law. The Schools are registered as a data controller with the Information Commissioners Office (ICO).

Our Data Protection Officer is The Schools People (see below).

## I. Types of Volunteer Data We Collect

The categories of data that we collect, process, hold and share include, but is not limited to:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses
- Emergency contact information such as names, relationships, phone numbers and email addresses
- Education details
- DBS details
- Employment details (employment history, employment checks and references)
- Information acquired as part of your application to become a volunteer
- Criminal records information as required by law to enable you to work with children
- Information about your use of our IT, communications and other systems, and other monitoring information
- Photographs

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Medical or health conditions, including whether or not you have a disability for which the School needs to make reasonable adjustments
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation and religious or philosophical beliefs

We may also hold data about you that we have received from other bodies, including other Schools and Academies, the Local Authority, DBS, and Law Enforcement Agencies.

## 2. Why We Collect and Use This Information

We collect relevant data to safeguard and promote your welfare, to promote the objectives and interests of the Schools, to facilitate the efficient operation of the School, and to ensure that all relevant legal obligations are complied with. For example, we collect data:

- to determine your suitability to be a volunteer
- to comply with safeguarding obligations
- to manage how we deploy our volunteer workforce
- to deal with any complaints/investigations as required
- for education, training and development requirements
- to comply with any legal obligations
- to comply with regulatory requirements or health and safety obligations
- to receive advice from external advisors and consultants
- to liaise with regulatory bodies (such as the DfE and DBS)

## 3. Collecting the Information

We collect information from:

- Application forms
- From third parties including, references from previous employers; the Local Authority or other agencies (e.g. DBS Checks)
- During the processes of governance to which you are subject.

Most of the information you provide to us is mandatory, some of it is provided to us voluntarily. To comply with data protection

legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

#### 4. The Lawful Bases on Which we Use This Information

We only collect and use personal data when the law and our policies allow us to do so.

We process general category data where:

- It is necessary for the performance of a contract
- we need to comply with a legal obligation
- we need to perform a task in the public interest or for our official functions.

Less commonly, we may also process your personal data in situations where:

- we need to protect your vital interest or that of another person
- for our legitimate interest where the School is not acting in its official capacity

We may process special category data:

- to protect your vital interests or those of another person, and where you/they are physically or legally incapable of giving consent
- if the information is manifestly made public by you and is of concern (e.g. on social media)
- for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity
- for reasons of substantial public interest
- for reasons of substantial public interest in the area of public health
- for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

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

## **5. Criminal Proceedings/Convictions and Child Protection/ Safeguarding Issues**

We may use information about criminal convictions only where permitted by law. This will usually be where such processing is necessary to fulfil our legal obligations, provided we do so in line with data protection legislation.

We anticipate that we will hold criminal conviction data if information becomes known during your appointment, Disclosure and Barring Service checks, or otherwise during your time as a volunteer.

Where appropriate, such information may be shared with external agencies, including the child protection team at the Local Authority, the Local Authority Designated Officer, and/or the Police.

Such information will be processed only to the extent permitted by law, and appropriate measures will be taken to keep the data secure.

## **6. Consent**

We may process personal information without your consent, in compliance with the above lawful bases, where required or permitted by law and our policies.

In limited circumstances, we may require written consent to process certain particularly sensitive data. If we do so, we will provide full details of the information we require and the reason we need it, so that you can carefully consider whether you wish to consent.

Where we rely solely on consent as the lawful basis for processing, consent may be withdrawn at any time (see below).

## **7. Storage and Retention**

A significant amount of personal data is stored electronically. Some information may also be stored as a hard copy. All data is stored and processed following the School's Data Protection Policy.

We will retain your personal information only for as long as necessary to fulfil the purposes for which it was collected, including to satisfy any legal, accounting, insurance, or reporting requirements.

Details of retention periods for different categories of your personal information are available in our **Records Retention Schedule**.

## **8. Who Do We Share Volunteer Information With?**

We do not share information with anyone unless permitted by law or our policies.

We are required to share information about our volunteers with the Department for Education (DfE) under the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments

We may occasionally share Volunteer information with other individuals and organisations including, but not limited to:

- Other government departments or agencies (e.g. Ofsted)
- The Disclosure and Barring Service
- The Local Authority
- Police and law enforcement agencies, courts, and tribunals
- Professional advisers and consultants
- Prevent Teams under the Prevent Duty on Schools
- Other educational establishments
- Our Auditors

Some of the organisations referred to above are joint data controllers. This means we are all responsible to you for how we process your personal data.

### **Other third-party service providers**

Limited personal data is shared with third-party service providers that require access to deliver contracted services. These service providers include: -

- Legal advisors
- Insurance providers

- ITC providers
- Any other third-party service provider we will inform you of from time to time

These third-party service providers act as data processors on the School's behalf and are required to take appropriate security measures to protect your personal information in line with our policies and data protection legislation. We authorise these service providers to use personal data only as necessary to perform services on our behalf, or to comply with legal obligations.

## 9. Transferring Data Outside The UK

We do not routinely share data with organisations outside the UK. Where necessary, we may transfer data with your explicit consent and appropriate safeguards.

We will not transfer personal data outside the UK unless the transfer complies with the UK GDPR. This means that we cannot transfer any personal data outside the UK unless:

- The Secretary of State has decided that another country or international organisation ensures an adequate level of protection for personal data
- One of the derogations in the UK GDPR applies (including if an individual explicitly consents to the proposed transfer).

## 10. Data Security

We have implemented appropriate security measures to prevent your personal information from being accidentally lost, used, accessed, altered, or disclosed in an unauthorised way.

In addition, we limit access to your personal information to those employees, consultants, contractors and other third parties who have a business need to know. They will process your personal information only on our instructions and are subject to a duty of confidentiality.

We have procedures in place to address suspected data security breaches and will notify you and any applicable regulator where legally required to do so.

## 11. Your Data Subject Rights

You have the right to:

- make a subject access request (SAR) (see below)
- withdraw your consent to processing at any time
- ask us to rectify, erase or restrict the processing of your personal data, or object to the processing of it (in certain circumstances)
- prevent the use of your personal data for direct marketing
- challenge processing justified based on public interest
- request a copy of the agreements under which your personal data is transferred outside of the UK (if applicable)
- object to decisions based solely on automated decision-making or profiling. (The School does not use automated decision-making and/or profiling in any of its processes and procedures)
- prevent processing that is likely to cause damage or distress
- be notified of a data breach (in certain circumstances)
- ask for their personal data to be transferred to a third party in a structured, commonly used, and machine-readable format (in certain circumstances).
- make a complaint about the School's processing of your personal data to the ICO.

For more information about your rights, please see here [For the public | ICO](#)

## 12. Your Duty to Inform Us of Change

The personal information we hold about you must be accurate and up to date. Please keep us informed if your personal information changes during your time with us.

## 13. Subject Access Requests

Under data protection legislation, you have the right to request access to the information we hold about you. Subject Access Requests may be made in writing or verbally.

If you would like to make a SAR concerning your personal data, it would be useful if this could be made in writing and directed to Mrs Chadwick including:

- your name and address
- email address and telephone number
- details of the information required.

For more information about making a SAR please see [Make your subject access request | ICO](#)

## 14. Exercising Other Data Subject Rights

If you wish to review, verify, correct or request the erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the School in the first instance ([details below](#)).

## 15. The Right to Withdraw Consent

Where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, and there is no other applicable lawful basis for processing the data, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please write to:

Ecclesfield Primary School High Street Ecclesfield Sheffield S35 9UD  Enquiries@ecclesfield-pri.sheffield.sch.uk	Coit Primary School Park Avenue Chapelton Sheffield S35 1WH  Enquiries@coit.sheffield.sch.uk
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Once we receive notice that you have withdrawn your consent, we will no longer process your information for the purpose you originally agreed to, unless we have another lawful basis to do so.

## 16. Complaints

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

If you consider our collection or use of personal information is unfair, misleading or inappropriate, or you have any other concerns about our data processing, please raise this with us in the first instance by contacting the school office.

If you have any concerns that we are not able to resolve to your satisfaction, you can contact our Data Protection Officer at [DPOService@schoolspeople.co.uk](mailto:DPOService@schoolspeople.co.uk)

Alternatively, you can register your concern with the UK's data protection regulator - the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>
- Call 0303 123 1113
- Or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 17. Updates

This Notice will be reviewed every year or as necessary in response to changes in Data Protection legislation or our processing activities. We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial changes.

## 18. Contact

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