



CLARENDON PRIMARY SCHOOL

Together we shine



Privacy Notice for School Volunteers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **volunteers**.

We, Clarendon Primary School, are the 'data controller' for the purposes of data protection law. The school's Data Protection Officer is Gillian Smith.

The categories of information about volunteers that we collect, process, hold and share include:

- Contact information (such as name, address, email address, telephone numbers)
- Records of mandatory identity and vetting checks
- Photographs and CCTV images
- Attendance information

Where do we get your personal data from?

We will obtain your personal data directly from you, by way of information gathering exercises at appropriate times such as on your appointment.

Why we collect and use this information

We use volunteers' data to:

- Contact volunteers
- Maintain records of all people who have worked with children in school
- Provide references when requested

Images from CCTV cameras are only used for security purposes

Legal Basis

We process this information under Article 6(1)(a) of the General Data Protection Regulations (GDPR) where you have given your explicit consent and under Article 6(1)(e) of the GDPR, where processing is necessary for us to perform a task in the public interest or for our official functions.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

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

Special Category Conditions

We do not store or process any special category data as covered by Article 9.



Collecting this information

In order 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.

Storing this information

Information will be stored while the volunteer continues to work in school. When you leave the school we will retain basic information regarding your identity, dates when you worked in school and the checks that were carried out to enable us to meet our safeguarding responsibilities. Other information will be destroyed when you leave the school.

Who we share this information with

We do not share information about volunteers with anyone without consent unless the law and our policies allow us to do so.

Local authority - we are required to share information about our voluntary workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE) - we share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins voluntary workforce monitoring and evaluation.

Data collection requirements - the DfE collects and processes data relating to the voluntary workforce in schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information to promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>



Transferring Data Internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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 Mrs Vicky Chatterjee (Headteacher) or Gillian Smith (Data Protection Officer). You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the GDPR, and will be the case where the request is complex – for example, where we need multiple staff to collect the data.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- 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 may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

To exercise any of these rights, please contact our data protection officer.

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. 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

Further information

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer
Mrs Gillian Smith

Headteacher
Mrs Vicky Chatterjee



gill@mindography.co.uk

Clarendon Primary School
Recreation Street
Bolton BL3 6SN
Tel: 01204 333411
Email: office@clarendon.bolton.sch.uk

If you cannot access the websites referred to above, please contact the LA at:

Information Management Unit, Department of People, Bolton Council, 1st Floor, Town Hall, Bolton, BL1 1UA
website: www.bolton.gov.uk email: ec.imu@bolton.gov.uk