

Privacy Notice (How we use volunteer information)

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

King Ina C of E Academy is the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact us' below).

The personal data we hold on you

The personal data the school will collect from volunteers includes the following:

- Full name & title
- Address
- Contact information / email
- Experience
- Disclosure and Barring Service (DBS) checks

Why we collect and use volunteer information

We use your data for completing DBS checks; assessing your suitability for the role of volunteer; adding data to the Single Central Record; and retaining contact information in case we need to get in touch with you.

Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing volunteer information are:

- *Article 6 (1) (c) Legal obligation:* the processing is necessary for us to comply with the law; we are required to collect information about our volunteers under
 - School Staffing (England) regulations 2009
 - Safeguarding Vulnerable Groups Act 2006
 - The Childcare (Disqualification) Regulations 2009
 - Keeping Children Safe in Education 2016
 - Working Together to Safeguard Children 2015
- *Article 6 (1) (f) Legitimate interests:* we rely on having a legitimate reason as a school to collect and use your personal information, and to comply with our statutory obligations

Collecting volunteer information

Personal data is only sought from the data subject. No third parties will be contacted to obtain personal data pertaining to volunteers without the data subject's consent. Volunteers' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. for the purpose of DBS checks. The categories of data obtained and processed from third parties include:

Privacy Notices

Privacy Notice for Volunteers

- DBS
- Other places of learning

Where data is obtained from third parties, the personal data originates from the following sources:

- Previous employers
- Education
- Qualifications

Storing volunteer information

We hold volunteer data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, or reporting requirements.

We are aware of the legal hold placed on the destruction of staff and volunteer records by the Independent Inquiry Into Child Sexual Abuse (IICSA) and we are retaining volunteer records until the publication of their final report and recommendations about file retention.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

Who we share volunteer information with

For the most part, personal data collected will remain within the school and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

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

All volunteers are reminded that the school is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns related to child safeguarding that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This may include file notes within the volunteer and safeguarding files, and in some cases referrals to relevant authorities such as the LADO or police. For further information about this, please view the school's Safeguarding Policy.

Your rights

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about yourself that we hold. To make a request for your personal information, contact the school.

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 the 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 our Data Protection Officer (see 'Contact').

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 September 2021.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer at dposchools@somerset.gov.uk
