



## Basildon C.E. Primary School

# PRIVACY NOTICE FOR OUR VOLUNTEERS (GDPR)

May 2018

### Who processes your information?

When a volunteer begins work at Basildon C.E. Primary School, regardless of the time they'll spend at the school, there are certain processes the school needs to follow, e.g. to ensure the volunteer has passed all the relevant checks. This privacy notice informs volunteers how the school intends to collect, use, process and store their data.

The school is the data controller, and they are responsible for any personal data that is provided to the school. This means that they determine the purposes for, and the manner in which, any personal data relating to any volunteer is to be processed.

Mrs Pam Slingsby, School Business Manager is the Data Manager (DM). Their role is to oversee and monitor the school's internal data management processes. Their contact details can be found at the end of this notice.

Presently, Mr Thomas Ng is the data protection officer (DPO). Their role is to oversee and monitor the school's data processing practices. Their contact details can be found at the end of this notice.

Where necessary, third parties may be responsible for processing volunteers' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with volunteers' privacy rights.

### Why do we need your information?

Basildon C.E. Primary School has the legal right and a legitimate interest to collect and process personal data relating to volunteers we employ to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Keeping Children Safe in Education 2016
- Working Together to Safeguard Children 2015

Volunteers will have their personal data processed to assist in the running of the school and, where necessary, enable individuals to be paid expenses, e.g. for travel (where necessary).

If volunteers fail to provide their personal data as requested, there may be significant consequences, including, but not limited to:

**Insurance cover:** Failure to provide the school with the relevant information may compromise your cover under the school's insurance policy.

**Supporting with pupils:** Failure to pass a full DBS check will prevent volunteers from supporting pupils without additional adults present, both at the school and on educational visits.

**Vehicle Insurance:** Failure to provide the school with the relevant information will prevent volunteers from acting as a designated driver in their own vehicle to/from events representing the school.

### **For which purposes are your personal data processed?**

In accordance with the above, personal data pertaining to volunteers is used for the following reasons:

- To ensure volunteers can be covered by the school's public liability insurance
- Adding information as required by the Department for Education, to the Single Central Record
- Expense requirements, where necessary and appropriate
- Providing accurate information for offsite educational visit manifests
- Accurately deploy volunteers within in the school according to their accrued skills and interests

### **Which data is collected?**

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

- Name
- Phone number
- Address
- Relevant volunteering or employment history
- References
- Remuneration details, where necessary
- Any relevant qualifications, e.g. relating to safeguarding
- Employment checks, e.g. right to work in the UK and DBS checks

The collection of personal information will benefit the LA by:

- Informing the development of the school's Staff and Volunteer Confidentiality Policy
- Allowing better financial modelling and planning

### **Will your personal data be sought from third parties?**

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. The only exception would be where references are required for the volunteer.

### **How is your information shared?**

Basildon C.E. Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

### **How long is your data retained for?**

Personal data is retained in line with Basildon C.E. Primary School's GDPR compliant Records Management Policy.

Personal information may be retained for varying periods of time depending on the nature of the information; you will be informed on how long your data will be obtained by the school. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely if there is no such reason for it to be.

Once your data has served its purpose, it will be disposed of in line with the procedure outlined in the school's GDPR compliant Records Management Policy.

If you require further information regarding the retention of data, and the periods for which your personal data is held for, please download our GDPR compliant Records Management Policy or contact our Data Manager for a copy.

### **What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that Basildon C.E. Primary School holds
- Request that your personal data is amended
- Request that your personal data is erased
- Request that the processing of your data is restricted
- Request to obtain and reuse your personal data for your own purposes across different services
- Request that your personal data is collected using automated processing
- Object to your consent being obtained

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent. You can withdraw consent by writing to the Data Manager, at any time.

You also have the right to lodge a complaint with the ICO in relation to how Basildon C.E. Primary School processes your personal data. If you wish to make a complaint to the ICO, you can do so on the ICO's website or call their helpline on 0303 123 1113.

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

If you require further information about how we store and use your personal data, please visit our [website](#), where you can download our GDPR compliant Data Protection Policy and Records Management Policy.

### **Contact Information:**

Mrs Pam Slingsby, School Business Manager – [finance@basildonprimary.org.uk](mailto:finance@basildonprimary.org.uk)

Mr Thomas Ng, Data Protection Officer, WBC – [dpo@lea.w-berks.sch.uk](mailto:dpo@lea.w-berks.sch.uk)