



## **Privacy notice for volunteers**

Whitley Park Primary and Nursery School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about volunteers, in accordance with Data Protection Act 2018 and GDPR regulations.

Whitley Park Primary and Nursery School is a data controller. This means that we are responsible for deciding how we hold and use information about volunteers.

### **What categories of information are processed?**

The categories of personal information that we process include the following:

- Personal information – e.g. name, phone number, address,
- Characteristics information – e.g. gender, age, ethnic group
- Employment information – e.g. employment history and checks
- Background information (including DBS and Childcare Disqualifications information)
- Relevant qualification information
- Relevant medical information

This list is not exhaustive.

### **Why do we collect and use your information?**

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the volunteer workforce and how it is deployed
- To keep pupils safe

Under the General Data Protection Regulations (GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of keeping pupils safe, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.

### **How do we collect your information?**

We collect your personal information via the following methods:

- Volunteer application starter forms
- Medical screening forms
- Criminal declaration forms

Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

### **How do we store your information?**

Your personal information is retained in line with the school's retention guidelines.

For more information about how we securely store your information, please contact the School Business Manager at [admin@whitleypark.reading.sch.uk](mailto:admin@whitleypark.reading.sch.uk) or phone 0118 937 5566.

### **Who do we share your information with and why?**

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

Where it is legally required or necessary, we may share your information with the following:

- The DfE – to meet legal obligations to share certain information, in accordance with the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

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

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact the on please contact the School Business Manager at [admin@whitleypark.reading.sch.uk](mailto:admin@whitleypark.reading.sch.uk) or phone 0118 937 5566.

If you are concerned about the way we are collecting or using your information, please raise your concern with the School Business Manager in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

### **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the School Business Manager in the first instance at [admin@whitleypark.reading.sch.uk](mailto:admin@whitleypark.reading.sch.uk) or by phone 0118 937 5566. The Data Protection Officer is located off site at Judicium Consulting, 72 Cannon Street, London, EC4N 6AE, phone 020 73636 8403 or email [dataservices@judicium.com](mailto:dataservices@judicium.com).

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

If you would like to discuss anything in this privacy notice, please contact School Business Manager in the first instance at [admin@whitleypark.reading.sch.uk](mailto:admin@whitleypark.reading.sch.uk) or by phone 0118 937 5566. The Data Protection Officer is located off site at Judicium Consulting, 72 Cannon Street, London, EC4N 6AE, phone 020 73636 8403 or email [dataservices@judicium.com](mailto:dataservices@judicium.com).

If you require further information about how we and/or the DfE store and use your personal data, please visit our website [www.whitleyparkprimaryschool.co.uk](http://www.whitleyparkprimaryschool.co.uk) the Gov.UK [website](http://www.gov.uk).

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### **Declaration**

I declare that I understand:

- The categories of my personal information the school collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school may share my information with the stated organisations.
- The school will not share information about me with anyone without my consent, unless the law and our policies allow us to do so.
- My information is retained in line with the school's retention guidelines.
- My rights to the processing of my personal information.

**Name of volunteer:** \_\_\_\_\_

**Signature of volunteer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Privacy notice last updated on: 13<sup>th</sup> October 2020.

