



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.

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.

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

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

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

Data Protection Officer
Mrs Gillian Smith
gill@mindography.co.uk

Headteacher
Mrs Vicky Chatterjee

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