



PRIVACY NOTICE RELATING TO VOLUNTEER INFORMATION

What is the purpose of this Notice?

This is our school's Privacy Notice which is intended to provide you with information about how and why we process volunteer information. It is also intended to provide you with other information which is required under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain the key laws relating to data protection.

It is important to the school, and a legal requirement, that we are transparent about how we process your information. As a school that processes volunteer information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

The Data Protection Officer

The school has an appointed Data Protection Officer (DPO), HY Education, who can be contacted in writing at HY Education, 3 Reed House, Hunters Lane, Rochdale, OL16 1YL or by telephone on 0161 543 8884 or by email (DPO@wearehy.com). The DPO is responsible for dealing with data protection issues within the school and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

What categories of information do we collect?

The types of information that we collect include:

- Contact details
- DBS information
- CCTV image

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about any health or medical conditions.

However, we only collect this type of information when it is necessary to do so.

What is the purpose of us collecting and using your information?

The purpose of collecting this data is to support the School and to:-

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Ensure that appropriate access arrangements can be provided for volunteers who require them

Why is it lawful to collect this information?

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

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

- You have given us consent to use it in a certain way

Where we process 'special category' data, we will obtain your explicit consent.

Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw your consent at any time. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting us.

How we store your data

Personal data is stored in accordance with our data protection policy. We maintain a file to store personal information about volunteers in hard copy and electronic form. The information we hold is kept secure and is only used for purposes directly relevant to your work with the School.

When your relationship with the School has ended, we will retain and dispose of your personal information in accordance with our retention schedule. Please contact the us for further information.

Who will we share your information with?

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about volunteers
- Our local authority – to meet our legal obligations to share certain information with it, such as details of volunteers
- Professional advisers and consultants

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.

How long will we hold your information for?

We will hold your information for a period of time specified by law and as detailed within our retention policy. For more information, please contact the DPO.

Requesting access to your personal data

Under data protection legislation, volunteers have the right to request access to information about them that we hold. To make a request for your personal information, please contact us.

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 legislation

Making a complaint

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Officer in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>.

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 2022**.