Privacy Notice for Volunteers - Potters Gate CofE Primary School, Potters Gate Children's Centre, St Andrew's CoE Infant School

(How we use personal information)

Why do we collect and use personal information?

We collect and use personal information:

- to safeguard our pupils
- to enable contact

The categories of personal information that we collect and hold include:

- Personal information (such as name, address, phone number, date of birth, proof of identity, photographs)

The General Data Protection Regulation allows us to collect personal information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

The School collects and uses volunteer information to comply with legal obligation and protection of vital interests

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold volunteer data in accordance with our retention schedule which can be viewed on the school website on the GDPR page. This is based on the Good Shepherd Trust Data Retention Schedule and the DfE Data Protection Toolkit for Schools.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Information commissioners' office) go to https://ico.org.uk/

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, contact the school office.

You also have the right, subject to some limitations 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, 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/

Contact:

If you would like to discuss anything in this privacy notice, please contact the school office.