

Privacy Notice Policy for School Volunteers (GDPR)

Giles Brook School



GILES BROOK SCHOOL

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| Written by: | Beverley Midwood | Date: 10/3/2020 |
| Last reviewed on: | 24/11/2020 | |
| Next review due by: | 10/03/2021 | |

Privacy Notices: The school volunteers of Giles Brook School

Privacy Notice for Volunteers

Giles Brook School is a data controller as defined by data protection legislation. This notice tells you how and why it collects and uses information about you and what you should do if you have concerns about the information the school has about you.

The personal data we collect and use

We collect and use information about volunteers including:

- *Name and contact details*
- *Results of DBS checks*
- *Details of your volunteering role*

Any identification information taken at the time of application is used for DBS application purposes only and is then securely destroyed.

Why we use this data

The purpose of processing this data is to support the school to:

- *Run the school effectively.*
- *Fulfil our safeguarding obligations towards pupils*
- *Contact you about your volunteering role*

Our lawful basis for using this data

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*

Collecting this information

The data we hold about you comes from you, but if we have to ask anyone else for information, for example for a reference, we will ask you first.

Sharing your information

We do not usually share personal information about our volunteers with anyone outside the school. We would only pass on information with your consent or if there was a legal requirement to do so.

How we store this data

We store our volunteers' information in paper format in locked cupboards in the school office. We dispose of your details in a secure manner, usually by shredding, when they are no longer required for any school or legal requirement. Volunteer information is also held electronically on the School Central Record.

Your rights

You have a right to ask for a copy of any information the school holds about you. If you wish to do this please contact the Head Teacher. Under data protection legislation you have other rights for example correction, deletion, restricting processing. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with the school's Data Protection Officer in the first instance. If you are not happy with the outcome you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

Beverley Midwood (Data Protection Officer for Giles Brook School)

Email: dpo@gilesbrook.co.uk or in writing via the school office

BM Latest review March 2020