

Privacy Notice (How we use personal information on volunteers)

We, Barlows Primary School, are a Data Controller for the purposes of the 2018 Data General Data Protection Regulations (GDPR) and previously the Data Protection Act of 1998.



Contact

If you would like to discuss anything in this privacy notice, please contact:
Val Wright 0151 525 2751

The categories of volunteer information that we process

- Personal information (such as name, address, car registration, company of employment)
- Contact details and preference (contact telephone numbers, email addresses, addresses)
- Details of your qualifications, skills, and experience for skills audit purposes
- Your attendance and visits to the school in your as a volunteer
- Your business or other charitable interests
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).

We may also hold personal data about you from third parties, such as information supplied by the appointing body and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

Why we collect and use this information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

The purpose of collecting and processing this data is to:

- Enable you to serve as a volunteer
- Enable us to comply with our statutory safeguarding obligations
- Support effective management of the school
- Fulfil statutory reporting to the Department for Education
- Complete equalities monitoring and reporting
- Improve the management of workforce data across the sector
- Assess the quality of our services
- Comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under Articles 6 and 9 of the GDPR (General Data Protection Regulations):

- Article 6.1c – processing is necessary for compliance with a legal obligation to which the controller is the subject;
- Article 6.1e – 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;
- Article 9.2g – processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Collecting volunteer information

Whilst the majority of 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 your information to us or if you have a choice in this. Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- company details (such as role)

- a record of attendance at school
- contact details (such as email address and telephone number)

Who we share volunteer information with

- The Department for Education - to meet our legal obligations to share certain information with it Ofsted
- Our auditors, to ensure our compliance with our legal obligations
- Professional advisers and consultants – for us to develop our service to best provide our public service
- Police forces, courts, tribunals

If we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Why we share volunteer information

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

We are required to share information about our governors with our local authority (LA) on a statutory basis to:

- Ensure openness and transparency in our governance structures
- Avoiding conflict of interest for the purposes of financial accountability
- To conduct work in accordance with the Nolan principles of public life
- To enable governors to access training opportunities and to enable governing board development.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department for Education (DfE) under section 538 of the Education Act 1996 All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework. For more information, please see 'How Government uses your data' section.

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 our Data Protection Officer via the school office. You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we request 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/>

Storing volunteer information

We hold volunteer information in line with our Data Retention Policy.