



Privacy Notice for Volunteer Application Form (How we use personal information)

This privacy notice explains how we collect, store and use personal data about you in order to recruit and manage our volunteers.

We are required to give you this information under data protection law.

Sparsholt C of E Primary School collects, uses and is responsible for certain personal information, special category and criminal offence data contained in your application, any references and DBS certificate we receive about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Carol Sheppeck.

If your application is successful, Sparsholt C of E Primary School will use your details to contact you in relation to voluntary activities and matters such as transport, help with trips or training.

If your application is successful, Sparsholt C of E Primary School will ask you to provide emergency contact details which will be used in an emergency.

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

We process data relating to those volunteering at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information (such as name, address, phone number, date of birth, proof of identity, photographs)
- Relevant references and signed documentation
- Employment details

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:

- Disability and access requirements

Why we use this data

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

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

Collecting personal information

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.

Sparsholt Primary School will share your personal information with Hampshire Disclosure & Barring Service and Central Government Disclosure & Barring Service to carry out a DBS check.

Storing personal data

We hold volunteer data in accordance with our retention schedule

<i>Description of personal data</i>	<i>What is it used for?</i>	<i>What is the legal basis for it?</i>	<i>How long is it kept?</i>
<i>Volunteer name, address, DOB, contact details, DBS certificate number & date</i>	<i>Volunteering in school</i>	<i>Compliance with a legal obligation Public Task</i>	<i>End of Volunteering period + 6 months</i>
<i>Unsuccessful application form</i>	<i>Volunteering in school</i>	<i>Compliance with a legal obligation Public Task</i>	<i>Date of notification of decision + 6 months</i>

We maintain a file to store personal information about all our volunteers. The information contained in this file 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 above.

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

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

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

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.

Data sharing

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 department or agencies – to meet our obligations to share information about volunteers
- Our local authority - to meet our obligations to share information about governors

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: Carol Sheppeck, Sparsholt C of E Primary School, Woodman Lane, Sparsholt Winchester SO21 2NR

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 (by a computer or machine, rather than a person)
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

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 Carol Sheppeck, Sparsholt C of E Primary School, Woodman Lane, Sparsholt Winchester SO21 2NR, email dpo@sparsholt.hants.sch.uk