



GRANGE INFANT SCHOOL **PRIVACY NOTICE – FOR APPLICATION FORM (VOLUNTEER)**

Grange Infant School collects personal information about you in order to recruit and manage our volunteers. The personal information being collected is any personal data, special category data and criminal offence data, contained in your application, any references and Disclosure & Barring Service (DBS) certificate we receive. We will use your personal information to process your application, which will include carrying out DBS check through Hampshire County Council (HCC) Local Authority (LA).

If your application is successful, Grange Infant School will use your contact details to contact you in relation to voluntary activities and matters such as training or meetings. We will ask you to provide emergency contact details which will be used in case of an emergency incident or situation.

The school is committed to protecting the privacy and security of our volunteer helper's personal information. The personal data is required for the school to fulfil their official functions and meet legal requirements. This privacy notice explains how we collect, store and use personal data about you before, during and after your relationship with us as a volunteer at our school.

Grange Infant School is the 'data controller' for the purposes of UK data protection law. Our Data Protection Officer (DPO) is the School Business Manager and is available to contact at adminoffice@grange-inf.hants.sch.uk

Data Protection Principles

The UK GDPR is based on data protection principles that our school must comply with. The principles say that personal data must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purpose we have told you about and limited only to those purposes
- Accurate and kept up to date
- Stored securely
- If your application is successful, your personal information will be retained until 6 months from the date you finish volunteering.
- If your application is unsuccessful, your personal information will retain your personal information for 6 months after the date you were notified of the decision.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details such as name, date of birth, title, gender, address, telephone numbers, email addresses & emergency contact
- Skills and experience, evidence of qualifications
- Information about your use of the school's information and communications system
- Photographs
- References
- Information about business and pecuniary interests

We may also collect, store and use the following 'special categories' of more sensitive personal information:



- Information about your race or ethnicity or religious beliefs
- Information about your criminal records, fines and other similar judicial records
- Information about any health conditions you have that we need to be aware of

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences. We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

How we collect your personal information

We collect personal information about volunteers through the application and recruitment process, either directly from individuals or the LA. We may also collect additional personal information in the course of school activities throughout the time you are a volunteer.

The legal basis for our use of your personal data

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- It is necessary to comply with a legal obligation e.g. provide volunteer information to the LA
- Where it is needed in the public interest or for official purposes
- Where we have your consent
- Where we need to protect your interests (or someone else's interests)

Situations in which we may use this data

We may process your personal information, for the following purposes:

- Making a decision about whether to appoint you as a volunteer
- The processes and administration for the recruitment of volunteers
- Complying with our general safeguarding obligations
- Communicating with stakeholders about the school
- Making arrangements for the termination of your volunteer role
- Education, training and development requirements
- To monitor your use of our information and communication systems to ensure compliance with our IT policies
- In appropriate circumstances to liaise with regulatory bodies, Department of Education (DfE), DBS/LA
- Complying with health and safety obligations

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How we use particularly sensitive personal information

'Special categories' of particularly sensitive personal information require us to ensure higher levels of data protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent
- Where we need to carry out our legal obligations and in line with our data protection policy
- Where it is needed in the public interest and in line with our data protection policy



Less commonly, we may process this type of personal information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Our obligations

We will use your particularly sensitive personal information about your physical or mental health, or disability status, to ensure your health and safety and to provide appropriate adjustments to comply with the Equality Act 2010

Data sharing with third parties

We may share your personal information with third parties, including third party service providers, and other organisations, where required by law, where it is needed in the public interest or for official purposes or where we have your consent. Organisations include but not limited to the following:

- Hampshire County Council (HCC) Local Authority (LA)
- Department for Education (DfE).
- Disclosure and Barring Service (DBS)
- Professional advisers and consultants
- The police or other law enforcement agencies
- Our IT provider

We require third parties to respect the security of your data and treat it in accordance with our policies and with the law. Some of the organisations referred to above are joint data controllers, this means we are all responsible to you for how we process your data. We do not allow third-party organisations to use your personal data for their own purposes, we only permit them to use it for specified purposes and in accordance with our instructions.

Other third parties

From time to time, we may disclose your personal data in response to a Freedom of Information Act 2000 request or following a data Subject Access Request (SAR). We may approach you for your consent but will only disclose your personal data if we are satisfied that it is reasonable to do so in the circumstances. This could mean we refuse to disclose some or all of your personal data following receipt of any request.

Your rights

How to access personal information we hold about you

Individuals have a right to make a SAR to gain access to personal information that the school holds about them. If you make a SAR, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

If you would like to make a request, please contact our DPO.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances, we will do so in accordance with UK data protection law.



Your other rights regarding your data

Under UK data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- A right to seek redress, either through the ICO, or through the courts

To exercise any of these rights, please contact our DPO.

Changes to your personal information

It is important the information we hold about you is accurate and current. Please keep us informed if your personal information changes during your appointment as a volunteer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To exercise any of these rights, please contact our DPO. Alternatively, you can make a complaint to the Information Commissioner's Office (ICO):

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Miss Myers, Headteacher or DPO, Mrs Fairs.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

This notice is based on the Hampshire Services School Legal Support Team model privacy notice for school volunteers amended to reflect the way we use data in our school.

Review: This policy will be reviewed annually.

Agreed: This policy was agreed and ratified at the Governing Body meeting held 17th January 2024

Next review: December 2024

Signed
Headteacher

Signed
Chair of Governors