



## **GRANGE INFANT SCHOOL** **PRIVACY NOTICE – VOLUNTEERS**

Grange Infant School (the School) collects personal information about you in order to recruit and manage our volunteers. The personal information being collected includes any personal data, special category data and criminal offence data contained in your application, any references and DBS certificate we receive.

The School will use your personal information to process your application, which will include carrying out a DBS check through Hampshire County Council (HCC).

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.

If your application is successful, the School will ask you to provide emergency contact details which will be used in case of emergency.

### **Our legal bases for processing volunteer information:**

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing your personal data are:

- Where processing is necessary for the performance of a task carried out in the public interest or exercise of official authority vested in the Governing Board (GB) (e.g., education functions associated with running a school).

### **In addition, concerning any special category or criminal offense data:**

- Where processing is necessary for reasons of substantial public interest (e.g., connected to the education functions associated with running a school)

### **Consent:**

In some circumstances, we may ask you for explicit consent to enable us to process your data. Where we rely on consent, you may withdraw your consent at any time.

### **Who we share volunteer information with**

The School will share your personal data with:

- Disclosure and Barring Service (DBS), to carry out a DBS check
- Our IT provide, to obtain access to school policies held on the school secure network service
- The police or other law enforcement agencies

### **How long we keep your personal data**

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, the School will retain your personal information for 6 months after the date you were notified of the decision.

### **Changes to your personal information**

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



### Your rights

Individuals have a right to gain access to personal information that the school holds about you. Please see our Subject Access Request (SAR) policy on the school website page: <https://grangeinfantschool.co.uk/policies/> for further details.

If you would like to make a SAR, please contact our DPO, the School Business Manager via email using this address [adminoffice@grange-inf.hants.sch.uk](mailto:adminoffice@grange-inf.hants.sch.uk)

If you have concerns 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/>

### Changes to this privacy notice

This notice is based on the Hampshire Services School Legal Support Team model privacy notice, updated March 2025. 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.

Review: This policy will be reviewed annually.

Agreed: This policy was agreed and ratified at the Governing Board meeting held 19<sup>th</sup> November 2025

Next review: December 2026

Signed

Headteacher

Signed

Chair of Governors