School Privacy Notice
How we use Volunteers Information

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you as a volunteer in our school, including what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. It if, or any information linked to is unclear, please contact the school office, or the school's Data Protection Officer. Contact details for both are available at the end of this privacy notice.

We, **St Mary Magdalene CE Primary School** at ***Rowington Close, London W2 5TF*** are the Data Controller for the purposes of data protection law.

As a public body as we have appointed Grow Education Partners Ltd as its Data Protection Officer (DPO), the responsible contact is **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**

1. **The categories of information that we collect, hold and share include but are not limited to:**
    - Personal information (such as name, address).
    - Contact details and preference (contact telephone numbers, email addresses, addresses)
    - The terms and conditions of your employment if a paid volunteer, including information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
    - Information about your next of kin, dependants and emergency contacts;
    - Information about your criminal record;
    - Details of your schedule (days of volunteering and hours) and attendance;
    - Details of your induction and training records;
    - Information about your volunteering role and volunteer agreement
    - Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).
    - CCTV images

    We may also hold personal data about you from third parties, such as references supplied by former employers, information provided during the completion of our pre-employment checks (where applicable), your application to your training centre, and from the Discolure & Barring Service, in order to comply with our legal obligations and statutory guidance.

2. **Why we collect and use this information**
    The purpose of collecting and processing this data is to help us recruit volunteers and run the school effieciently, including but not limited to:
    - Fulfil our legal obilgaitons towards safeguarding pupils
    - Run volunteer recruitment and selection processes;
    - Support your ongoing volunteering relationship with us;
    - Complete the volunteer recruitment process;
    - Carry out research and surveys about our services;
    - Send you information about your volunteering with us,
    - Maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency);
    - Ensure effective general business administration;
    - Provide references on request for current or former volunteers;
    - Respond to and defend against legal claims.

3. The lawful basis on which we use this information

Our lawful basis for collecting and processing volunteer information information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- (a) Data subject gives consent for one or more specific purposes.
- (c) Processing is necessary to comply with the legal obligations of the controller.
- (e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).
- (f) Processing is necessary for your legitimate interests or the legitimate interests of a third party.

Our lawful basis for collecting and processing your information is also further defined under Article 9, in that some of the information we process is demed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- (a) The data subject has given explicit consent.
- (b) It is necessary to fulfill the obligations of controller or of data subject.
- (c) It is necessary to protect the vital interests of the data subject.
- (d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)

A full breakdown of the information we collect on staff can be found herein the record of data processing which can be requested from **Darren O'Brien, dobrien@st-mm.co.uk**.

Where we have obtained consent to use volunteers personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent

4. 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.

5. Storing your data

The personal data of volunteers is kept within the school's Single Central Record. The information contained within this record is kept secure and is only used for purposes directly relevant to your placement with us. Once your role with us has ended, we will remove your personal details from the record in accordance with our retention policy. Your data can be requested from **Darren O'Brien, dobrien@st-mm.co.uk**.

We have data protection policies and procedures in place, including strong organisational and technical meansures,which are regularly reviewed. Further information can be found on our website.

6. Who we share information with

We routinely share trainnee information with appropriate third parties, including but not limited to:

- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Professional advisers and consultants – for us to devlop our service to best provide our public service
- Police forces, courts, tribunals

- Employment and recruitment agencies
- Future employers

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

7. Why we share your information

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

8. Requesting access to your personal data and your Data Protection Rights

Under data protection legislation, you have the right to request access to information about them that we hold, through a Subject Access Request.

If you make a subject access request, 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 or your child
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

St Mary Magdalene CE Primary School reserves to right to verify the requester's identification by asking for Photo ID, if this proves insufficient then further ID may be required.

If you would like to make a request, please contact **Darren O'Brien, dobrien@st-mm.co.uk**.

You also have the right 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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

9. Data Protection Breaches

If you suspect that yours or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage. Then we ask that you please contact our **School Data Protection Leads: Carol Gold, cgold@st-mm.co.uk** or **Darren O'Brien, dobrien@st-mm.co.uk** and advise us without undue delay.

10. 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 make a complaint, please contact our data protection officer, **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

11. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer, **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**