Privacy Notice – How school uses volunteer information

What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal information** – e.g. name, DOB, phone number, email address, home address
- **Characteristics information** – e.g. gender, age, ethnicity
- **Medical Information** – e.g. allergies or medication in case of emergency

This list is not exhaustive – to access the current list of categories of information the school processes, please see the school's **Data Asset Register**.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- **To enable the development of a comprehensive picture of the volunteer workforce and how it is deployed**
- **To manage how we deploy our volunteer workforce**
- **To keep staff and pupils safe**

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

- Article 6 and Article 9 of the GDPR - processing is necessary for the performance of a task carried out in the public interest.
- Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013.
- Education Act 1944,1996, 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

How do we collect your information?

We collect your personal information via the following methods:

- **Volunteer emails/letters**
- **Verbal communication during induction**

Volunteers' data is essential for the school's operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

How do we store your information?

We hold your personal information securely for the set amount of time shown in the school's **Records Management Policy**, which can be found **in our Teams policies site or requested from our school office.**

For more information about how we keep your information safe, please see the school's **Data and Cyber-security Breach Prevention and Management Plan**, which can be found **in our Teams policies site or requested from our school office.**

Who do we share your information with?

We routinely share your information with:

- The Local Authority (LA) – Wirral
- The Department for Education (DfE)

Why do we share your information?

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

Sharing with the DfE

We share information about volunteers with the DfE to meet legal obligations to share certain information, in accordance with the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we hold about you, please contact **Ian Mylett (DPO)** on **dpo@techts.co.uk**.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's **DPO** in the first instance. You can also contact the ICO at https://ico.org.uk/concerns/.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the **DPO**, **Ian Mylett**, on **dpo@techts.co.uk**.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

This privacy notice was last updated in **March 2022**.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact **Ian Mylett** on **dpo@techts.co.uk**

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, **WKPS Website** , the Gov.UK website, or obtain our **Data Protection Policy** and **Records Management Policy**.

__Privacy Notice__ **– How school uses __volunteer__ information**

__Declaration__

I, _____ (**__name of volunteer)__**, declare that I understand..

- The categories of my personal information the school collects and uses.

- **West Kirby Primary School** has a lawful basis for collecting and using my personal information.

- **West Kirby Primary School** may share my information with the stated organisations.

- **West Kirby Primary School** will not share information about me with anyone without my consent, unless the law and our policies allow us to do so.

- My information is retained in line with the school's **Records Management Policy**.

- My rights to the processing of my personal information.

Name of volunteer: _____

Signature of volunteer: _____

Date: _____