

Privacy Notice for Volunteers

Personal data

St Paul's First School is committed to protecting the privacy and rights of anyone who chooses to share their personal data with us. Under data protection law, individuals have a right to be informed about how we use the personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called fair processing notices) to individuals where we are processing their personal data. Individuals can find out more information about data protection laws, and specifically the UK GDPR, [here](#).

This privacy notice explains what personal information the Academy collects and holds about volunteers. It explains why we hold this information, what we do with it, how long we keep it for and if we share it with third parties.

The Academy is the Data Controller for the personal information you provide to us. This means that we determine the purposes for which, and the manner in which, any personal data relating to LAC Members is to be processed in order to comply with legal obligations and legitimate interests (in accordance with Article 6 of the GDPR) as a public sector organisation. The personal data collected is essential, in order for the Academy to fulfil its official functions.

A data protection representative for the Academy, Mrs Joanne Cole, can be contacted on 01902 291124 or office@st-pauls-coven.staffs.sch.uk in the first instance for any queries in relation to the processing of your personal data.

Staffordshire University Academies Trust has a Data Protection Officer whose role is to support the Trust and its' Academies with data processing practices. The DPO can be contacted on 01782 987120 or dpo@suatrust.co.uk.

The information you provide will be used in accordance with the Staffordshire University Academies Trust data protection policies can be found by accessing the Trust's website - <http://www.suatrust.co.uk/documents---policies>. Please note that this privacy notice may be updated at any time.

The personal data we process

The personal information that the Academy collects regarding volunteers will be utilised to meet our statutory duties and to fulfil our purpose as a public sector organisation.

We process data relating to those who volunteer at our Academy. Personal data that we collect, use, store and when appropriate, share, about you includes but is not restricted to (please adapt based on that data your setting collects):

- Name, address, date of birth, gender, contact telephone number and email address
- References
- Means of identification
- Vetting including DBS data
- Vehicle registration
- Emergency contact information
- Information relating to accidents and incidents on site
- Data relating to child protection and safeguarding incidents
- CCTV (whilst on site)
- Volunteer photos
- Monitoring data about your use of the Academy's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Data relating to disability, health records including medical conditions
- Criminal conviction and offences data, provided as part of our recruitment process application

The personal information that the Academy collects regarding volunteers will be utilised to meet our statutory duties and fulfil our purpose as a public sector organisation. By providing such data you will be helping us to:

- Comply with safer recruitment practices and legal obligations to keep children safe in education.
- Ensure staff (including volunteers) and children are safe in the workplace.
- Maintain security on the premises to safeguard staff and children.
- Meet health and safety obligations including ensuring that appropriate access arrangements can be provided for individuals who require them.
- Establish and maintain effective teaching and learning.
- Support the operational functioning of the academy under its requirement as a public body organisation.

The Academy collects information regarding volunteers to adhere to safer recruitment requirements and safeguarding obligations. DBS data will be verified on appointment of each volunteer in accordance with the latest Keeping Children Safe in Education guidance. No copies of DBS certificates will be taken however verification of such checks will be recorded on the Academy's single central record.

When you complete the data collection form for us, you will potentially be providing the academy with data which is specified under the General Data Protection Regulation as Special Category Data, which is data that could be considered particularly sensitive. This includes information about disability, health and access requirements where applicable, to ensure that appropriate access arrangements can be provided for volunteers who require them. This data will be verified prior to appointment at the Academy where a volunteer has particular health or access requirements that the Academy must support for the duration of the volunteer's term. The Academy collects disability data to ensure that appropriate measures can be implemented to provide an accessible learning and working environment for all. Medical and health information will be collected from the volunteer where it is relevant to their role at the Academy, to ensure that their safety and welfare can be supported and managed in the workplace.

The Academy collects information regarding its volunteers to ensure that the safety of all volunteers is maintained whilst working in the Academy, this is including emergency contact information in case the volunteer becomes unwell or is involved in an accident / incident, health information to ensure that risk assessments can be implemented as required to permit the Academy to control the risks to individuals, accident / incident reports to enable the Academy to report any accidents / incidents to the Health and Safety Executive in accordance with legal obligations under RIDDOR 2013.

Vehicle registration information may also be requested to enable the Academy to identify users of the car park and ensure the legitimacy of the use of the car park to help prevent accidents and incidents relating to parking, ensure sufficient parking spaces and ensure those who are authorised to access the car park, can.

The Academy collates information about volunteer emergency contacts. It is the responsibility of the volunteer to obtain consent from their emergency contact to provide this information. The Academy may share personal information about the volunteer with their emergency contact and the medical services where there is an accident or incident requiring urgent response/medical care.

The Academy has Wi-Fi on site for use by volunteers and where the use of WiFi is required for the volunteer's work, will provide the volunteer with the relevant login information.

Through use of the WiFi system the Academy requires volunteers to adhere to the Acceptable Use Policy. We record the device address and will also log traffic information in the form of sites visited, duration and date sent/received. The purpose for processing this information is to provide you with access to the internet whilst visiting our site and to protect our systems and network from cyber security risks associated with third party devices.

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.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Academy's use of your data.

Lawful basis

The data of volunteers is essential for the Academy's operational use to facilitate safer recruitment practices and ensure that the successful candidate can be recruited into the role applied for. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order 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 and we will tell you what you need to do if you do not want to share this information with us.

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 (Article 6(1)c)
- Carry out a task in the public interest (Article 6(1)e)
- Legitimate interest (Article 6(1)f)
- For the safeguarding of children and individuals at risk (Paragraph 18, Schedule 1, Data Protection Act 2018)

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

- You have given us consent to use it in a certain way (Article 6(1)a)
- We need to protect your vital interests, or someone else's vital interests (Article 6(1)d)
- As a recognised legitimate interest under the Data Use and Access Act

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.

We collect data which is specified under the General Data Protection Regulation as Special Category Data, known as data that could be considered particularly sensitive. This means that, under the UK GDPR, we have obligations to keep this data secure and use it where:

- We have explicit consent (Article 9(a))
- Required for employment, social security and social protection (Article 9(b))
- Where we need to protect the vital interests of an individual (Article 9(c))
- We have a legitimate interest as a not for profit organisation (Article 9(d))
- For the safeguarding of children and individuals at risk (Paragraph 18, Schedule 1, Data Protection Act 2018)

Where we require your consent for collecting data, this will be specified on the form for the request of data. 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.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Academy's use of your data.

Collecting information about volunteers

We collect your personal data via the following methods:

- Application forms
- Pre employment health questionnaire
- Reference request form
- Staff information form
- Accident and incident reports
- Reports from communication systems
- Home office
- Other employees
- Access control systems

The categories of data obtained and processed from third parties include (but are not limited to):

- References
- DBS information

Storing volunteer information

We hold data whilst you are working at the academy and in compliance with our data protection policies. Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. We will retain this file and delete the information in it in accordance with our Retention and Records Management Policy.

The Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so. 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.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information.

Your data will be stored securely: (amend based on Academy systems/storage locations):

- Our management information system
- Our accident reporting system
- Our secure internal network
- Our personnel files
- Our single central record

We have measures in place for the security of personal information including our Cyber Response Management Plan and Information Security Policy.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Compliant Records Management Policy from the Trust website <http://www.suatrust.co.uk/documents---policies> or request a copy from the Academy's Data Protection Representative.

Volunteers' personal data will be sought from the data subject themselves. Third parties will be contacted to obtain volunteers' personal data with the data subject's consent, unless the Academy has a legal basis for doing so. Referees may be contacted to obtain personal information in the form of references of the data subject, to enable the Academy to fulfil its' legal duty of safeguarding.

Who we share volunteer information with:

Where it is legally required, or necessary for another reason permitted under data protection law, we may share personal information about you with:

- Our local authority, Staffordshire County Council.
- The Department for Education (a government department)
- Our multi academy trust
- Our management information system provider
- Our single central record provider to support us to adhere to the statutory guidance 'Keeping Children Safe in Education'
- Suppliers and service providers, including professional bodies, professional advisers and consultants – so that they can provide the services we have contracted them for.
- Our auditors.
- Our IT support provider to support your access to Academy ICT systems and services
- Our ICT monitoring system for cyber incident prevention and to adhere to online safety requirements
- Our signing in system, to support us to manage and register individuals on site in the event of an emergency evacuation and to ensure there is a list of individuals on the premises
- Welfare services
- Law enforcement officials
- LADO
- Training providers
- Professional advisors such as lawyers and consultants
- The DBS

Why we share volunteer information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so. We share your information to allow us to meet legal obligations, to support us to fulfil your contract of employment and as a public sector organisation.

Rights of individuals

The UK-GDPR gives you certain rights about how your information is collected and used. This includes the right to the following in certain circumstances:

- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- To be informed about the collection and use of your personal data – this is called 'right to be informed'.
- To ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- To ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- To ask us to delete your personal information – this is called 'right to erasure'
- To ask us to stop using your information – this is called 'right to restriction of processing' i.e. permitting data to be stored but not processed any further.
- To object to processing of your information.
- To withdraw consent at any time (where relevant).

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- The right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- The right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- The right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.
- The right to access shall be subject to the relevant exemptions. **This includes where a reference is received or provided and marked as a confidential reference. The reference which is given or received shall be exempt from issue in response to a subject access request where this is given in confidence.**

If you want to request access to the personal information we hold about you, please contact Mrs Joanne Cole on 01902 291124 or office@st-pauls-coven.staffs.sch.uk.

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

- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

How to withdraw consent and lodge complaints

Where our Academy 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 Data Protection Lead. We take any complaints about our collection and use of personal information very seriously.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The Academy will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact our Data Protection lead or visit our [Homepage - St Pauls Coven](#)