Bures Primary School
Privacy Notice for Volunteers

This Privacy Notice is to help you understand how and why we collect your personal information and what we do with that information. It also explains the decisions you can make about your own information.

Who We Are

Under Data Protection legislation, the school is a data controller.

The contact details for the school are as follows:

Bures CEVC Primary School telephone 01787 227446
e-mail primary@bures.suffolk.sch.uk

Our Data Protection Officer

The school's data protection officer is: Michaela Harris (Headteacher)

What is 'Personal Data'?

Personal data is information that we hold about you and which identifies you. This includes information such as your name, date of birth, nationality, address, next of kin, occupation, dietary and medical details, your photograph (including that processed by CCTV).

How and why do we collect and use your personal data?

The School uses your personal data in order for you to act as a Volunteer of the School and for compliance purposes.

Examples of how we collect your data are:

- Information required for a DBS check

- Declaration of Interests Form
- Verbal or written information from you or others

What personal data does the School process?

Below are some of examples of the ways in which we use your data:

- We use your details to contact you by email, post or telephone;
- We collect medical information in case of any emergencies whilst you are on the school site;
- We collect employment information, as well as other information that may lead to a conflict of interest in your role as volunteer, such as any appointments, whether you have any children at the school etc.
- If someone makes a complaint we may need to use your information to ensure that we deal with this properly;
- We may, on occasion, use photographs or videos of you for the school's website, social media sites, local news, prospectus and other marketing or teaching materials. We may continue to use these photographs and videos after you leave the post. For more information please see the School's Online Safety Policy available on the School website.

The school does not collect biometric data.

Who has access to your data?

The majority of your personal data collected will remain with the school and only used by the people who need to know the information. However there are some instances where the school will need to share your personal data with other parties, for example:

- The Government. For example, we will share your information with the Department of Education when performing the Disclosure and Barring Service check;
- If you have worked full time in another country in the last five years for more than three months, the School will ask that you contact the relevant place of work for a reference;
- Where needed, legal experts or other professionals/consultants/advisors to ensure we fulfil our obligations.
- Inspectors;
- Third party 'cloud computing' services are used at School to store some information.

We will only share your information with other people or organisations when we have a good reason to do so and where the School is assured that your data will be kept securely. In exceptional circumstances, we may need to share it more widely than we would normally.

Sharing data outside the UK

Your data is not transferred outside of the UK.

Our legal grounds for using your personal data

The information below contains the legal grounds in which we rely on to handle your personal data.

- For the School's **legitimate interests**, such as ensuring the effective running of the School, looking after the School community, advertising and improving the School.
- For a **legal obligation**, such as disclosing your data to third parties such as the Government, Police and Local Authority where we are legally obliged to do so.
- For your or someone else's **vital interests**, for example in an extreme emergency.
- For the **public interest**, for example safeguarding and promoting the welfare of children, facilitating the effective operation of the School and for providing education services.

There are special categories of your personal data that need to be treated particularly sensitively and the School therefore has to further justify why it may need to use such data. These data types include racial or ethnic origin, political opinions, religious or philosophical beliefs, health information, details of criminal or suspected criminal convictions. Our justifications for processing these types of data are:

- You have given **explicit consent;**
- To carry out our obligations in the field of employment or **social security and social protection law;**
- To protect yours or someone else's **vital interests;**
- You have already made the data **manifestly public;**
- For the purposes of a **legal claim;**
- There is a substantial **public interest;**
- For the **provision of health or social care** or treatment.

Consent

On some occasions the School may ask for your consent to use your personal data. You may take back this consent at any time. However, any use the School has made of your information before you withdraw your consent will still be valid.

Please note that there are some circumstances where the School will not be able to accept your request for consent withdrawal as we may be relying on another justification for processing your data.

Your Rights

Individuals have a number of rights under Data Protection law which you can exercise. These include:

- If the data we have on you is incorrect, you can ask us to correct it;
- You can ask us to delete the information we hold on you in certain circumstances, such as when we no longer need the information;

- You can ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use the information, where it came from and what types of people/organisations it has been sent to;
- You can ask the School to restrict the use of your information where it is inaccurate, unlawful, no longer needed or where your right to object is apparent. This will be balanced with the school's legitimate interests for using the data;
- You can ask the school to send you or another organisation certain types of information about you in a machine-readable format.

How long do we keep your personal data for?

The school will keep your data in line with the retention guidelines. In some circumstances, such as for safeguarding, we will keep the information indefinitely.

For more information on retention of your personal data please refer to our retention schedule.

Contact

If you have any questions or concerns about the information in this Notice or your rights, you can contact the School using the details above. Alternatively, if you are still not satisfied with the way the School has handled your personal data, you can contact the Information Commissioner's Office on 0303 123 1113. For more information, please see https://ico.org.uk/concerns/.