



**PRIVACY NOTICE
FOR VOLUNTEERS**

COSGROVE VILLAGE PRIMARY SCHOOL

Privacy Notice for volunteers

This notice is about how we use information about you and what we do with it. We call this information ‘personal data’ or ‘personal information.’

Who are we?

Cosgrove Village primary school is the Data controller for any personal information you provide.

The categories of volunteer information that we process include:

- personal identifiers and contacts (such as name, contact details and address)
- characteristics (such as ethnicity and language)
- employment history/details, work experience, skills
- evidence of qualifications
- information about business and pecuniary interests
- references/recommendations/input as to suitability for a volunteer role from others.
- family interests at the academy

We may also process information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- safeguarding (such as information from the Disclosure and Barring Service (DBS) checks)
- Church involvement
- race, ethnicity, religious beliefs and sexual orientation
- disability and access requirements

We will also use photographs of you in connection with your role as a volunteer. (For example, this may include; on our website, in newsletters, on noticeboards etc.)

Why we collect and use volunteer information

We, Cosgrove Village Primary School collect and hold personal information relating to our volunteers. We use this personal data to:

- facilitate safer recruitment, as part of our safeguarding obligations towards pupils

- undertake equalities monitoring
- ensure that appropriate access and other arrangements can be made for those who need them

The use of your information for these purposes is lawful for the following reasons:

- The school is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. If you give your consent, you may change your mind at any time.
- The processing is necessary for the performance of our education function which is a function in the public interest.

How we collect volunteers' information

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, whether there is a legal requirement on the school to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

When we give your information to others

We will not give information about you to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact the school.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children through Strictly Education who administer the service.

Your information may also be shared with:

- the Headteacher
- suppliers and service providers to enable them to provide the service we have contracted them for, such as training
- professional advisors and consultants

- police forces, courts

Our disclosure of your personal data is lawful for the following reasons:

- The school is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- There is a substantial public interest in disclosing your information because it is necessary to keep our pupils safe from harm.
- We may not need consent to disclose your information. However, if at any time it appears to us that we would need consent then we will ask before a disclosure is made.

How we keep your information and how long for

Personal data is kept in accordance with our Data Protection and FOI Policy and Records Retention Policy and you can find them here www.cosgroveprimary.org.uk/policies or ask for a copy at your school's office.

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection and FOI Policy.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow

Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.