



## Privacy Notice – Volunteers

### The Data Protection Act 2018: How we use your information

This notice explains what personal data we hold about you, how we collect, how we use and may share information about you. We process personal data relating to those who work at our school whether contractually paid to do so or not (on a volunteer basis). We are required to give you this information under data protection law.

### The categories of staff information that we collect, hold and share include;

- personal information (such as name, address)
- DBS
- Proof of ID and address
- relevant medical information

### Why we collect and use this information to

- to record on the school's single central record (SCR) to meet safeguarding regulations. This is checked by Ofsted
- ensure safety and security
- Record who is working where and when.

### The lawful basis on which we use this information

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- consent has been obtained from the data subject
- processing is necessary for compliance with legal obligation

We are required to share information about our workforce under section 5 of the Education Regulations 2007.

When we collect 'special categories of personal data' eg. information relating to a person's racial or ethnic origin, we will do so where we have explicit consent or where it is necessary for us to comply with our obligations under employment, social security or social protection laws.

### Who we share this information with

- No one else.

We will share personal information with law enforcement or other authorities if required by applicable law.

### Your Rights

Under GDPR you have the rights which you can exercise free of charge which allow you to:

- ask us to delete information we hold about you
- have you information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information



- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note your request may delay or prevent us delivering a service to you.

### **Who to contact**

If you would like to exercise any of these rights please write to us at [admin@stpeters-budleigh.devon.sch.uk](mailto:admin@stpeters-budleigh.devon.sch.uk) or contact Vicki Stone the SBM in the school office.

For more information about the DfE's data sharing process please visit;

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>



