

## WEST CROFT SCHOOL

### PRIVACY NOTICE FOR VOLUNTEERS



#### 1. How we use volunteers' information

Data protection legislation gives those volunteering with the school the right to be informed about what personal data is held on them, how that data is used, who it is shared with and how long it is retained. This privacy notice provides this information, in general terms, in relation to information held on volunteers, as well as the lawful basis under which it is collected and retained.

West Croft School is the Data Controller in charge of the data.

The school's Data Protection Officer (DPO) is an external consultant who performs the role under a service contract through the Devon Moors Federation. If after reading this notice you have any questions relating to the data we hold or how we use it, please contact our Data Protection Officer whose contact details are listed at the end of this notice.

#### 2. The categories of information that we process include:

- Personal identifiers (such as names and date of birth)
- Contact details (such as address and telephone numbers)
- Outcome of your Disclosure and Barring Service (DBS) check and certificate number
- Relevant training or qualifications
- Dates when you have volunteered together with any school events, trips or activities in which you are involved
- Information about your future availability and, potentially, the reasons for periods of unavailability
- Your image captured on our CCTV system or on our electronic visitor management system
- Photographs of you which may be captured during official school photos, class work, sports or other activities or performances.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions or dietary requirements you have of which we need to be aware
- Information about disability and access requirements.

#### 3. Why we collect and use volunteers' information

Most personal data collected is essential in order for the school to fulfil its official functions and to meet legal requirements. However, we may occasionally also seek consent to collect other personal data. We collect and use volunteers' information in order to:

- Assess your suitability for volunteering with the school
- Assess your availability for specific activities and events
- Carry out our legal duties (for example, to ensure health and safety)
- Enable appropriate checks to be completed including for safeguarding

- Enable appropriate access arrangements to be provided for volunteers who require them
- Inform volunteers of relevant information
- Inform relevant authorities/organisations in accordance with our obligations
- Safeguard the health and welfare of our volunteers, employees and pupils
- Respond to complaints, grievances and discipline investigations
- Assist in the prevention or detection of crime should this be necessary.

Some of the reasons listed above for collecting and using volunteer personal data may overlap and there may be several grounds which justify our use of particular data.

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 do need to use your personal information for a new, unrelated purpose we will notify you and we will explain the legal basis which allows us to do so.

#### **4. The lawful basis on which we process this information**

We only collect and use volunteers' personal data when the law allows us to do so. We may process volunteers' personal data under the following lawful bases:

- Processing is necessary to perform a task in the public interest or for our official functions and the task has a clear basis in law
- We have obtained the data subject's consent to use it in a certain way
- Processing is necessary to comply with our legal obligations
- We need to protect someone's vital interests.

Very occasionally, where the processing is not part of the school performing tasks as a public authority, we may process data under the lawful basis that it is in our legitimate interests or the legitimate interests of a third party to do so. In these circumstances we would be using the data in a way that would be reasonably expected by the volunteer concerned and the processing will have a minimal privacy impact or there will be a compelling justification for the processing.

Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with the UK General Data Protection Regulation (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.

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Please note that we may process your personal information without your knowledge or consent where this is required or permitted by law.

If we need to process any special category data under Article 9 of the UK General Data Protection Regulation (UK GDPR) which is of a more sensitive nature, we will only do so if we have a lawful basis to do so under Paragraph 2 of Article 9 of the UK GDPR.

No decisions are made by the school through automated decision making (including profiling).

## **5. Collecting volunteer information**

The majority of volunteer information is collected directly from the individuals themselves prior to them starting their voluntary activities with us. However, additional personal information is also collected during their time with us as a volunteer.

## **6. Storing information**

Volunteer personal data is processed in accordance with the school's policies. These are regularly reviewed.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way.

We hold data relating to volunteers for as long as they wish to volunteer with the school unless there is a legal obligation to retain information beyond that time.

For more information on how we keep your data safe and on data retention please contact our Data Protection Officer whose details are at the end of this notice.

## **7. Who we share volunteers' information with**

We do not share information about volunteers with anyone without consent unless the law and our policies allow us to do so. Your information may be shared with school staff, including those responsible for HR, health and safety and insurances. Only appropriate information that is essential to the task will be revealed and we will have regard to confidentiality at all times.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about you with third parties. In particular, we may share your data with organisations including, but not limited to, the following:

- The Department for Education (DfE)
- Our local authority (Devon County Council)
- The Disclosure and Barring Service.

We require third parties to respect the security of your data and treat it in accordance with the law. All our third party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **8. Requesting access to your personal data**

Under data protection legislation, you have the right to request access to personal information that we hold about you by making a Subject Access Request. If you make a Subject Access Request and we do hold information about you, we will:

- Give you a description of the information held
- Tell you why we are processing it and for how long we will keep it
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with

- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You also have the right to:

- Object to processing of personal data if it is likely to cause, or is causing, damage or distress
- Prevent processing of your personal for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances: have personal data erased or destroyed, restrict the processing of data, have inaccurate personal data rectified and have personal information transmitted electronically to another organisation
- Seek redress, either through the Information Commissioner’s Office, or through the courts.

If you would like to make a Subject Access Request or exercise another of the above rights, please contact the office at West Croft School: [admin@westcroft.devon.sch.uk](mailto:admin@westcroft.devon.sch.uk) or the school’s Data Protection Officer: [dpo@devonmoorsfederation.devon.sch.uk](mailto:dpo@devonmoorsfederation.devon.sch.uk).

## 9. Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you do change your mind, please let us know by contacting the school’s office.

## 10. The right to lodge a complaint

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting our Data Protection Officer using the contact details in section 12 below.

You can also make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## 11. Changes to this privacy notice

We reserve the right to update this privacy notice at any time. We will provide you with a new privacy notice when we make substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

This version of our privacy notice was last updated on 9<sup>th</sup> January 2024.

## 12. Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer (DPO):

Alvin Scott (DPO)

Coplestone Primary School  
Bewsley Hill  
Coplestone  
Crediton  
Devon  
EX17 5NX

Email: [dpo@devonmoorsfederation.devon.sch.uk](mailto:dpo@devonmoorsfederation.devon.sch.uk).