



## Privacy Notice for volunteers: Winton Primary School

This document explains what information will be held about you and how it will be held and processed by Winton Primary School. You can also find out about the General Data Protection Regulations and Data Protection Act 2018 and your rights on the Information Commissioners Website [www.ico.org.uk](http://www.ico.org.uk).

The categories of personal information that we process include the following:

- Personal information – e.g. name, phone number, address
- Characteristics information – e.g. gender, age, ethnicity

### 1. Why we collect your personal information

We collect and use your information for the following reasons:

- To manage how we deploy our volunteer workforce
- To keep pupils safe

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

- Legal obligation
- Consent
- Legitimate interests
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### 2. How do we collect your information

We collect your personal information via the following methods:

- Volunteer application forms
- Volunteers' data is essential for the school's operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. 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.

Data relating to prospective employees is essential for the school's operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. 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.

### **3. How we store your information**

Your personal information is retained in line with the school's records management policy, a copy of which can be supplied on request to the School Office.

### **4. Who do we share your information with?**

We routinely share your information with:

- The Delta Education Trust
- The DfE

We share information about volunteers with the DfE to meet legal obligations to share certain information, in accordance with the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

### **5. Updating this privacy notice**

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

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

Under data protection legislation volunteers have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mr Simon Churchill, Data Protection Lead at the school address given below. For most of the year, we aim to provide this information in a timely manner, but during school holidays this may become more difficult.

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.

- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we hold about you, please contact [name of data protection officer \(DPO\) and their address](#) on [contact details](#).

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

## 7. How to contact us for further information

If you have a concern about how we are using your information, we would ask you to contact us:

Our Data Protection Lead is our Business Manager, Mr Simon Churchill, who can be contacted through the school address, which is Winton Primary School, Oswald Road, Bournemouth BH9 2TG

Or, by email through [Office@wintonprimary.bournemouth.sch.uk](mailto:Office@wintonprimary.bournemouth.sch.uk)

Or by telephone 01202 513988

Our Data Protection Officer role is fulfilled by Handsam Limited, who may be contacted at 6, Regents Court, Far Moor Lane, Redditch, Worcestershire B98 0SD or by email at [info@handsam.co.uk](mailto:info@handsam.co.uk).