



Privacy Notice for volunteers: Winton Primary School

Winton Primary School is committed to protecting the privacy and security of your personal information. This privacy notice explains how we collect, use, store and share personal information about volunteers who support the school.

Winton Primary School is the **Data Controller** for the personal information that we process. This means that the school determines how and why personal information is used. This notice should be read alongside the school's Data Protection Policy and Records Management Policy.

1. The Information We Collect

We may collect, store and use the following categories of personal information about volunteers:

- Name
- Address
- Telephone number(s)
- Email address
- Date of birth (where required)
- Gender
- Ethnicity (where voluntarily provided)
- Emergency contact details
- Information provided on volunteer application forms
- Information relating to safeguarding suitability checks
- DBS information (where applicable)
- References (where applicable)
- Records of volunteer activities, attendance and training
- Correspondence between you and the school

Where special category data is collected, such as ethnicity or health information, this will only be processed where an appropriate legal basis exists.

2. Why we collect your personal information

We collect and use volunteer information to:

- Assess applications to volunteer within the school
- Manage and support volunteer activities
- Maintain appropriate safeguarding arrangements
- Keep pupils, staff and volunteers safe
- Communicate with volunteers regarding school activities

- Meet our legal and regulatory obligations
- Maintain accurate records relating to volunteering activities
- Respond to incidents, complaints or safeguarding concerns

Lawful Basis for Processing

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on include:

Legal Obligation

We process personal information where necessary to comply with legal obligations, including safeguarding and health and safety requirements.

Legitimate Interests

We process personal information where necessary for the legitimate interests of the school in:

- Organising and managing volunteers
- Ensuring the efficient operation of the school
- Maintaining appropriate safeguarding arrangements
- Communicating with volunteers

We carefully balance these interests against your rights and freedoms.

Consent

In some circumstances we may rely on your consent, for example where we wish to use your personal information for a purpose that is not covered by another lawful basis.

Where consent is used, you may withdraw it at any time.

Special Category Data

Where we process special category personal data, we do so only when permitted by data protection legislation and where an appropriate condition for processing applies.

3. How do we collect your information

- We obtain personal information directly from volunteers through:
- Volunteer application forms
- Correspondence and communications
- Meetings and discussions
- Information provided during safeguarding and suitability checks

Some information may also be obtained from referees, DBS disclosures, local authorities or other organisations where appropriate and lawful to do so.

Certain information is required in order for us to manage volunteering arrangements safely and effectively. Where information is optional, we will make this clear when it is collected.

4. 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.

5. Who do we share your information with?

We may share volunteer information where necessary with:

- Southern Education Trust
- Our Data Protection Officer
- Safeguarding partners and relevant authorities where required
- Regulatory bodies and government agencies where disclosure is required by law
- Professional advisers acting on behalf of the school

We will only share information that is necessary and will ensure that appropriate security measures are in place.

We do not sell personal information.

International Transfers

The school does not routinely transfer volunteer information outside the United Kingdom. Where this becomes necessary, we will ensure appropriate safeguards are in place in accordance with data protection legislation.

How Long We Keep Information

The school retains volunteer information in accordance with its Records Retention Schedule.

Personal information will only be kept for as long as necessary to fulfil the purposes for which it was collected, including satisfying legal, safeguarding, accounting or reporting requirements.

Further information about retention periods is available from the School Office on request.

6. Your Rights

Under UK GDPR, you have the right to:

- Request access to the personal information we hold about you
- Request correction of inaccurate or incomplete information
- Request erasure of personal information in certain circumstances
- Request restriction of processing in certain circumstances
- Object to processing based on legitimate interests
- Withdraw consent where consent is the basis for processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

To exercise any of these rights, please contact the school using the details below.

7. 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.

8. Requesting access to your personal data

You have the right to request access to personal information that the school holds about you.

Requests should be made using the contact details below.

The school will respond without undue delay and normally within one calendar month, unless a lawful extension applies.

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>.

9. 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.wintonprimary.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.

10. Complaints

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If you have concerns about how the school collects or uses your personal information, please contact our Data Protection Officer in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO):

Website: www.ico.org.uk

Telephone: 0303 123 1113