



Willow Tree Primary School General Data Protection Regulation GDPR Privacy Notice for Volunteers

Introduction

Volunteers at **Willow Tree Primary School** have many legal rights about how their personal data is obtained, stored, processed and transmitted (i.e. 'processed') both during the period of voluntary service and after. The school has to obtain certain information before a volunteer is invited into the school and further information may be gathered whilst a volunteer is supporting the school. This privacy notice details how the school will comply with the law and gives you an understanding of why and how the school uses the information about you.

This privacy notice does not form part of your or any contract. The notice may be updated at any time. All people working with or for the school must comply with this policy when processing volunteers' data.

The Governing Body and Leadership of Willow Tree Primary School acknowledge the absolute necessity for correct and lawful treatment of data and are committed to ensuring security for your data.

Roles and Responsibilities

The school is a **Data Controller** as we are responsible for decisions about how and why we use your personal information.

At times the school acts as a **Data Processor** when we are required to obtain, process and transfer data on the behalf of external organisations (such as the Local Authority).

The school has appointed a **Data Protection Officer**

Adrian Stygall, Schools' Liaison Director, Safeguarding Monitor
adrian@safeguardingmonitor.co.uk
0330 400 4142
2 Wellington Place, Leeds, LS1 4AP

Usually the school will coordinate data protection practice through

Tracey Watson-Jones, School Business Manager.

Mr Stygall may be contracted directly should any volunteer feel that their concerns about data protection are not being addressed by the school. Amongst the DPO's duties are:

- Advice on the secure storage and transmission of data (both physical and digital)
- Support for a data processing record system
- Support with securing from third parties who might hold personal data through the school certification that they are also complying fully with GDPR duties
- The DPO will communicate with the Information Commissioner's Office should there be a confirmed or suspected data breach
- The DPO will communicate with any person whose data might have been improperly accessed, deleted, lost or stolen

The governor who oversees data security for the governing body is
Jacqueline Lowe

The principles under which the school will process data

- Data will be kept securely - all employees and contractors share this duty; volunteers must be aware of the strict confidentiality with which personal information is treated within schools.
- Personal information will be stored no longer than is necessary to exercise the school's duties and statutory requirements
- All employees, contractors and where appropriate volunteers, will be informed clearly about the purposes for processing data
- The school will keep data relevant, current and up-to-date
- The school will only use personal information in a legal and transparent manner

The categories of information and the bases for which that information is processed

In broad terms the school will collect, store, process and transmit data to meet its duties under

- Employment law
- Safer recruitment
- To meet the school's responsibilities under the Equalities Act
- To ensure the safety and wellbeing of the pupils, staff and all other school users

Specifically the school will process the following information

Data processed on the legal basis of public task for safe recruitment and pupil safeguarding

Proof of identity, DBS certification, any disability, notes on your volunteer recruitment process, images captured within the school site by CCTV equipment, your date of birth, and any disciplinary or capability notes should the need arise

Data processed on the legal basis of public task for staff medical care

Medical needs, disability, allergies and any other health needs that you choose to share to support your personal welfare

Data processed on the legal basis of public task to fulfil the school's duty of accountability

The attainment and achievement of pupils you support and your actions with those pupils

Data processed on the legal basis of consent for equality monitoring

You may choose to disclose information regarding your ethnicity, age, religion, gender, sexual orientation and medical needs so that the school can monitor its equality of employment

This cannot be an exhaustive list, but any further information will be collected and used legally and on either the basis of public task or consent. We have to collect some information from former employers and other agencies such as the **Data Barring Service**. The principal use of your information will be for the school to meet its duty for safe recruitment, even if that recruitment is to the volunteer workforce in the school.

If information required on the basis of the school's public task is withheld then the school might not be able to maintain the voluntary service offered.

You will be notified if we need to use your information in ways other than those so far stated and you will be informed about which legal basis has been selected.

The school regards certain information as particularly sensitive - such as information on physical and mental health, religion, ethnicity and sexuality. Such information might be gathered to support the school's equal opportunities obligations, but will only be gathered given your specific written consent. Such information may also be used to ascertain your fitness to work and to ensure your health and safety and/or to make reasonable adjustments to your working environment and work pattern.

The school does not use your information to make automated decision making.

We share some information with third parties most commonly for safeguarding accountability requirements and as required by the law.

All third parties are required to maintain data security as the law requires.

We require certification from third parties that your information is secure.

After the the period of voluntary service the school may choose to keep records on your service to the school if you feel that such records might serve your future employment aspirations. All and every record of a safeguarding nature (i.e. if there has been a complaint and however that complaint was resolved) will be kept indefinitely.

Your duty to inform the school of changes

The school must have up-to-date information which is accurate. Please keep the school informed of any changes to your information during the period of voluntary service.

Your rights to 'see' your data

Under law, under most circumstances, you have the right to request access to your personal information (usually this is known as a 'data subject request'). Under this right you may request a copy of the information we hold on you and to check that processing is lawful.

You may request correction or completion of any of the data.

You may request that your personal information is erased or restricted if there is information for which there is no good purpose for the school to continue to hold.

Please contact **Tracey Watson-Jones** in writing should you wish to review, correct or erase personal information. Or you may contact the DPO directly. The school has 30 days to meet your request.

Please note that the school has a primary duty of care to the children and may withhold access if it can be demonstrated that this is necessary in the vital interests of a child. You will be informed if this is the case in writing.

There is no fee required for your access to data or for any amendments.

You have the right to withdraw the consent that you have previously granted the school to process certain data. If this is the case then please contact Tracey Watson-Jones in writing.

School compliance

Willow Tree Primary School has appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about your data security or this privacy notice, then please contact the DPO initially.

You have the right to make a complaint to the Information Commissioner's Office (ICO) which is the UK supervisory authority for data protection.