



St Thomas of Canterbury Church of England Infant School

Privacy Notice for Volunteers and Students

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

| | | | | | | | | |
|---|---|-------------------------------------|--|-------------------------------------|-------------------------|-------------------------------------|--------------------------|--------------------------|
| What is the service being provided? | Personal data of volunteers who support the school | | | | | | | |
| What personal data do we need from you? | Name | Address | | Date of birth | | | | |
| | Telephone – home, work mobile | Pre-volunteer check information | | Email | | | | |
| | DBS number | Emergency contact details | | SD2 Declaration form | | | | |
| | Medical conditions | | | | | | | |
| Who will be using your Personal Data? | Who is the Data Controller ? | | St Thomas of Canterbury Infant School | | | | | |
| | Who is the Data Controller's Data Protection Officer ? | | Lauri Almond (ECC) | | | | | |
| | Are there any Data Processors ? | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | | |
| | Who are they? | | RM Integris G2 Parent Hub | | | | | |
| What will it be used for and what gives us the right to ask for it and use it? | The Purpose (s): | | Engagement as Volunteer | | | | | |
| | The Legal Condition (s): | | Legal Obligation along with consent. | | | | | |
| | You may withdraw your consent at any time by contacting us | | | | | | | |
| Who else might we share your data with? | Other Education Providers, (eg HR, Legal), Regulatory Bodies, Prospective employers – references. | | | | | | | |
| Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections? | No | | | | | | | |
| How long will your data be kept? | When will it stop being used? | | Termination of volunteering | | | | | |
| | How long after this will it be deleted? | | Termination of volunteering Subject to exceptions – please refer to the School's Retention Schedule | | | | | |
| Our use of the data will be subject to your legal rights | Inform | <input checked="" type="checkbox"/> | Access | <input checked="" type="checkbox"/> | Rectify | <input checked="" type="checkbox"/> | Erase | <input type="checkbox"/> |
| | Restrict | <input type="checkbox"/> | Portable | <input type="checkbox"/> | Object | <input type="checkbox"/> | Automate | <input type="checkbox"/> |

| | | | | | | | | |
|--|--|--|--------------------------|----|-------------------------------------|--|--|--|
| (marked if applicable): | | | | | | | | |
| We will make automated decisions or profile you based on your data | How will this be done? | NA | | | | | | |
| | What will happen as a result of the decisions? | NA | | | | | | |
| As you are giving your data directly to us: | This is the reason why we are allowed to ask for it and use it: | We only process this data with your consent which you are free to withdraw at any time unless statutory requirements. Education Law | | | | | | |
| | This is what could happen if you refused to let us use your data for this purpose: | We could not accept you as a volunteer at the school | | | | | | |
| As you are not giving your data directly to us: | This is who is giving us your personal data: | Previous employer, DBS Service, NCTL, other Educational Organisations | | | | | | |
| | This is a source of personal data open to anyone | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | | |
| | These are the categories of personal data being given to us | Basic demographics, eg name, address, date of birth, references from previous employers, engagement suitability/safeguarding checks, prohibition and qualifications checks | | | | | | |
| Visit the following links for more information about Privacy Law, our obligations and your Rights: | | | | | | | | |
| The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016 | | | | | | | | |
| If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means: | | | | | | | | |
| Postal Address | Essex County Council, County Hall, Chelmsford. CM1 1QH | | | | | | | |
| Email | DPO@essex.gov.uk | | | | | | | |
| Phone Number | 03330 322 970 | | | | | | | |
| If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office: | | | | | | | | |
| Postal Address | Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF | | | | | | | |
| Online Form | https://ico.org.uk/concerns/handling/ | | | | | | | |
| Phone Number | 0303 123 1113 | | | | | | | |