Blakehill Primary School

Privacy Notice

(How we use volunteer workforce information)

Data Protection Legislation

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

This Privacy Notice explains how we collect, use, store and share personal data about volunteers which includes school governors and associate members. In data protection law, these activities are called data processing.

The categories of volunteer workforce information that we collect, process, hold and share include (not exhaustive):

- Personal information (such as name, employee or teacher number, national insurance number, home address, personal telephone contact details and next of kin/emergency contact)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Relevant medical and disability information
- Qualifications (and, where relevant, subjects taught)
- Signing in/out register
- Images on CCTV
- Involvement in school trips.

Why we collect and use this information

We use school volunteer workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- To meet the requirements of the Keeping Children Safe in Education regulations and safeguarding our pupils
- To contact you or your nominated person in the event of an emergency or unforeseen urgent circumstance.
- Defense of legal claims
- To comply with legislation in relation to data sharing

The lawful basis on which we process this information

School collects and processes this information under the powers given to schools and local authorities for the legitimate interests of the controller or third party, where applicable.

The following categories of lawfulness apply:

- Processing is necessary for compliance with a legal obligation
- Processing is necessary to protect the vital interests of a data subject or another person

- Processing is necessary for carrying out obligation under employment, social security or social protection law, or a collective agreement.
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In the rare circumstances that we cannot rely on a specific legal basis to process your information, we will obtain your explicit consent before doing so.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school volunteer workforce data in line with the Information Records Management Society. http://irms.org.uk.

Who we share this information with

We routinely share this information with:

- Our local authority
- The Department for Education (DfE)
- The school's insurance company
- Human Resources service
- Our text messenger service
- Other software providers, so that you can carry out your duties, for example CPOMS, Evolve, local authority platform (Skills for Bradford)

We will share your information with third parties with whom the school enters into a contract for the delivery of services such as governor support service, educational resource providers.

Why we share school volunteer workforce information

We do not share information about volunteers with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, in the first instance contact the Head Teacher / Data protection lead in school. Alternatively you can contact the Data Protection Officer.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take complaints about our processing of personal data very seriously. If you believe our processing of your personal data or that of your child is unfair, misleading or inappropriate or have any other concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/make-a-complaint/ telephone 0303 123 1113, or write to: ICO, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Contact us

If you would like to discuss anything in this privacy notice, please contact:

Richard Lewis-Ogden – Data Protection Officer

Email: dataprotection@carrmanor.org.uk